

BCC Mtg. Date: October 4, 2016

**Interoffice Memorandum**



**AGENDA ITEM**

September 12, 2016

TO: Mayor Teresa Jacobs  
and  
Board of County Commissioners

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

FROM: Sonya L. Hill, Manager  
Head Start Division  
**Contact: Khadija Pirzadeh, (407) 836-8912**  
**Sonya Hill, (407) 836-7409** *Sonya Hill*

SUBJECT: Filing of Head Start Policy Council Program Information and Updates  
for the Official County Record  
**CONSENT AGENDA ITEM October 4, 2016**

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

Head Start Policy Council Program Information and Updates  
Head Start Policy Council Meeting Minutes

August 2016  
July 21, 2016

**ACTION REQUESTED: Receipt and filing of Head Start Policy Council Program Information and Updates August 2016 and Head Start Policy Council Meeting Minutes July 21, 2016 for the official county record.**

SH/kp

C: George A. Ralls, M.D., Deputy County Administrator  
Wanzo Galloway, Assistant County Attorney, County Attorney's Office  
John Petrelli, Director, Risk Management and Professional Standards  
Yolanda Brown, Manager, Fiscal Division, Family Services Department  
Jamilie Clemens, Grants Supervisor, Finance Division  
Patria Morales, Grant Coordinator, Office of Management and Budget



Lonnie C. Bell Jr.  
Director, Family Services

Orange County Government

# HEAD START POLICY COUNCIL



Sonya L. Hill  
Head Start Division Manager

## PROGRAM INFORMATION & UPDATES

back to school



AUGUST 2016



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



**POLICY COUNCIL  
MONTHLY MEETING**

**Who: Policy Council Members**

**Date: THURSDAY- AUGUST 18, 2016**

**Time: 6:30 PM**

**Location: Great Oaks Village Dining Hall  
1768 E. Michigan Street  
Orlando, FL 32806**

**C h i l d C a r e P r o v i d e d**  
(a light meal will be provided)

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

**SEE YOU THERE!!!!**



# AGENDA

Orange County Government ● Head Start Policy Council ● 1768 East Michigan Street  
GOV Dining Hall● Orlando, Florida 32806

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August 18, 2016

MEETING STARTS AT 6:30 p.m.

1. Call to Order – Chairperson
2. Roll Call – Secretary
3. Adoption of Agenda
4. Speakers
5. Secretary Report
  - a. Review of Minutes
6. Human Resources Report
7. Budget Report
8. Head Start Division Manager's Report – Sonya Hill, Head Start Division Manager
9. Commissioner/Commissioner's Liaison Report- Commissioner V. Siplin
10. Status of Board of County Commissioners Vote- Helen Hill
  - Approval of Head Start requests for filing of the Standard Operating Procedures
11. Service Area Reports
12. Old Business
  - a. Changing of the Guard
13. New Business
14. Public Comment
15. Adjourn



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

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

**Name: Brittany Walker**

**Position: Teacher Assistant**

- **Over 3 years experience working with young children**
- **Associate Arts in General Education**
- **Staff Credential Verification does not expire**
- **State mandated 45 hours w/ DCF**

**Name: Laquanda McMillian**

**Position: Teacher aide**

- **Over 9 years experience working with young children**
- **State mandated 45 hours w/ DCF**

**Name: Sharlene Ball**

**Position: Teacher Assistant**

- **National Credentialing Program CDA expires 5/18/2018**
- **Over 19 year experience working with young children**
- **Nemours Bright Start Early Literacy Training**
- **Staff Credential Verification expires 5/18/2018**

**Name: Wendy Bakos**

**Position: Teacher assistant**

- **Associate in Arts in Liberal Arts: Humanity & Social Science**
- **Over 7 years experience working with young children**

**Name: Tina Rager**

**Position: Teacher assistant**

- **Bachelors degree in Social Work**
- **Over 3 years experience working with young children**
- **Staff Credential verification does not expire**

**Name: ShaNel Wardsworth**

**Position: Teacher**

- **Bachelors of Science in Child Development**
- **Staff Credential verification does not expire**
- **State Mandated 45 hours**
- **VPK Department of Education Courses**
- **Director Credential expires 05/06/2020**
- **First Aid/CPR expires 08/2016**
- **Previous CLASS reliable experience**

**Name: Porsha Nelson**

**Position: Teacher**

- **Associate in Arts Degree in General Education**
- **21 ECE Credits**
- **Staff Credential verification does not expire**
- **Fla. Child Development Associate Equivalency CDAE**
- **State Mandated 45 hours**
- **Director Credential expires 06/14/2021**

**Name: Yadira Medina**

**Position: Teacher**

- **Bachelors in Arts Degree in Early Childhood Education**
- **Staff Credential verification does not expire**
- **State Mandated 45 hours**



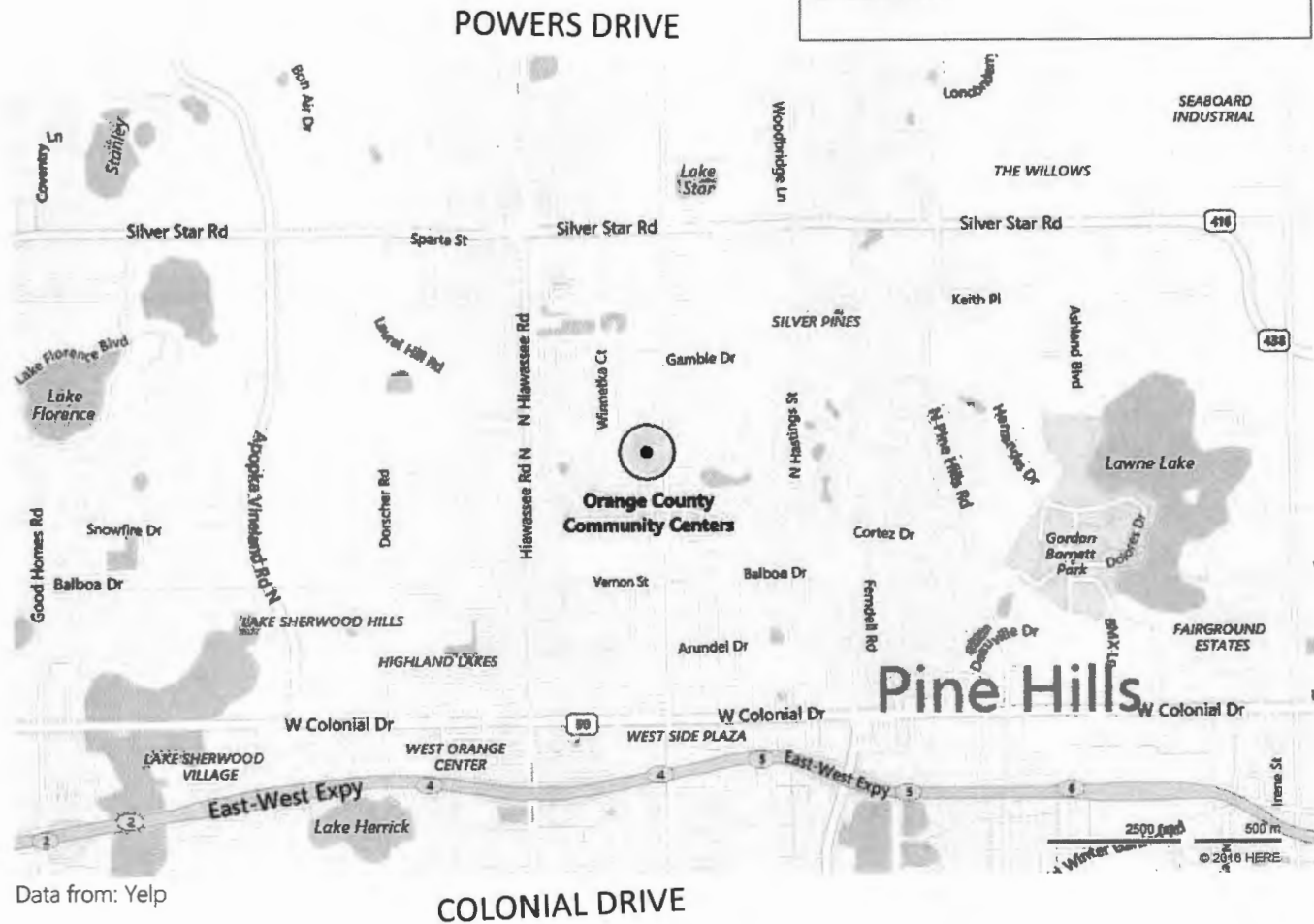
### Orange County Community Centers

Address: 6408 Jennings Rd, Orlando, FL 32818

Phone: (407) 254-9100

Pine Hills Community Center is located on Jennings road off of Powers Drive between West Colonial and Silver Star Road.

If you have any questions please contact call:  
321-388-7185.



Data from: Yelp

**FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH JULY 31, 2016: FUND: 7006 DEPT: 062 UNIT: 7521 (ADMIN): 83% OF FY ELAPSED**

OBJ	APR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	ENCUM AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	7FA	REGULAR SALARIES and WAGES	783,943.00	51,010.96	60,860.80	60,892.47	61,484.80	61,184.78	92,227.20	61,484.80	65,179.20	56,335.66	56,396.81	.00	627,057.48	156,885.52	80%
1130	7FA	OTHER SALARIES and WAGES	.00	.00	.00	.00	.00	.00	4,800.00	2,320.00	2,110.00	2,860.00	3,020.00	.00	15,110.00	-15,110.00	0%
1140	7FA	OVERTIME	7,000.00	279.96	226.15	736.94	.00	139.41	151.20	718.73	149.22	97.44	532.51	.00	3,031.56	3,968.44	43%
2110	7FA	FICA TAXES	60,507.00	3,710.56	4,432.81	4,477.21	4,454.67	4,445.25	7,050.52	4,675.42	4,905.44	4,327.66	4,377.88	.00	46,857.42	13,649.58	77%
2120	7FA	RETIREMENT CONTRIBUTION	57,422.00	3,832.94	4,594.93	4,604.58	4,594.08	4,582.42	6,902.10	4,646.26	4,268.71	4,227.33	4,420.37	.00	46,673.72	10,748.28	81%
2130	7FA	LIFE and HEALTH INSURANCE	168,800.00	8,376.49	9,857.04	9,857.04	10,086.32	10,086.32	15,544.96	10,501.80	9,355.98	9,355.98	9,355.98	.00	102,377.91	66,422.09	61%
2131	7FA	HSA/FSA CONTRIBUTION	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	0%
2200	7FA	PAYMENTS TO OPEB TRUST	7,383.00	.00	.00	.00	.00	.00	.00	7,892.00	.00	.00	.00	.00	7,892.00	-509.00	107%
		<b>SALARIES</b>	1,085,055.00	67,210.91	79,971.73	80,568.24	80,619.87	80,438.18	126,675.98	92,239.01	85,968.55	77,204.07	78,103.55	.00	849,000.09	236,054.91	78%
3125	7FB	INDIRECT COSTS	106,329.00	.00	.00	.00	.00	.00	106,329.00	.00	.00	.00	.00	.00	106,329.00	.00	100%
3410	7FC	LOCAL TRAVEL	1,000.00	.00	.00	602.09	.00	229.06	451.38	503.05	333.27	310.43	84.82	.00	2,514.10	-1,514.10	251%
3420	7FC	OUT OF COUNTY TRAVEL	2,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	2,000.00	0%
3510	7FC	POSTAGE and MESSENGER SVCS	2,000.00	.00	.00	.00	.00	16.61	.00	.00	16.66	.00	.00	.00	33.27	1,966.73	2%
3530	7FC	TOLL CHARGES	150.00	.00	.00	27.68	.00	1.09	42.31	16.27	17.46	3.27	.00	.00	108.08	41.92	72%
3610	7FC	RENTAL OF EQUIPMENT	5,600.00	.00	.00	331.00	.00	.00	1,033.69	.00	237.23	237.23	.00	948.92	1,839.15	2,811.93	50%
3720	7FC	COMMUNICATIONS	3,000.00	.00	.00	388.33	776.61	419.22	418.99	402.31	.00	905.92	.00	.00	3,311.38	-311.38	110%
3820	7FC	MAINTENANCE OF EQUIPMENT	2,567.00	.00	.00	.00	.00	.00	1,590.87	.00	.00	809.72	.00	907.37	2,400.59	-740.96	129%
3910	7FC	GRAPHIC REPROD SVCS	8,800.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	280.00	.00	280.00	8,520.00	3%
4010	7FC	DUES and MEMBERSHIPS	18,875.00	.00	7,680.00	450.00	.00	.00	.00	.00	.00	.00	2,500.00	.00	10,630.00	8,245.00	56%
4030	7FC	TRAINING AND EDUCATIONAL COST	2,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	2,000.00	0%
4110	7FC	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	9,200.00	.00	.00	337.38	.00	1,081.55	1,557.51	540.82	1,106.34	.00	778.24	.00	5,401.84	3,798.16	59%
4115	7FC	MISCELLANEOUS OPERATING SUPPLIES	10,800.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	10,800.00	0%
4120	7FC	SOFTWARE < \$1000	6,336.00	.00	.00	604.86	.00	.00	.00	.00	.00	.00	.00	.00	604.86	5,731.14	10%
4121	7FC	COMPUTER EQUIPMENT LESS THAN \$500	5,080.00	.00	.00	152.99	.00	.00	.00	108.28	.00	.00	.00	3,700.00	261.27	1,118.73	78%
4123	7FC	EQUIPMENT LESS THAN \$1000	5,000.00	.00	.00	504.22	.00	.00	.00	5,446.81	21.29	.99	1,184.77	.00	7,158.08	-2,158.08	143%
4412	7FC	PROMOTIONAL EXPENSES	5,000.00	.00	.00	.00	.00	1,499.70	.00	.00	.00	.00	400.00	.00	1,899.70	3,100.30	38%
4418	7FC	EDUCATIONAL ASSISTANCE PROGRAM	2,000.00	.00	.00	2,500.00	-2,500.00	1,250.00	-1,250.00	.00	.00	.00	.00	.00	.00	2,000.00	0%
4422	7FC	SCHOLARSHIPS, AWARDS, BENEF	559.00	.00	.00	42.50	.00	25.80	135.00	27.75	.00	.00	.00	.00	231.05	327.95	41%
4482	7FN	SELF INS-PROP CASUALTY	13,033.00	.00	.00	.00	.00	.00	.00	.00	13,033.00	.00	.00	.00	13,033.00	.00	100%
		<b>OPERATIONS</b>	209,329.00	.00	7,680.00	5,941.05	-1,723.39	4,523.03	110,308.75	7,045.29	14,765.25	2,267.56	5,227.83	5,556.29	156,035.37	47,737.34	77%
		<b>TOTAL UNIT 7521</b>	1,294,384.00	67,210.91	87,651.73	86,509.29	78,896.48	84,961.21	236,984.73	99,284.30	100,733.80	79,471.63	83,331.38	5,556.29	1,005,035.46	283,792.25	78%



FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH JULY 31, 2016: FUND: 7006 DEPT: 062 UNIT: 7522 (SERVICES): 83% OF FY ELAPSED																		
OBJ	APR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	PRE-ENC AMOUNT	ENC AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	7FE	REGULAR SALARIES and WAGES	6,454,605.00	498,600.42	602,021.74	582,965.88	466,984.61	521,930.61	792,259.04	504,693.74	536,022.65	555,144.52	369,557.79	.00	.00	5,430,181.00	1,024,424.00	84%
1130	7FE	OTHER SALARIES and WAGES	80,000.00	9,148.75	7,930.71	8,268.91	7,134.99	14,112.46	17,170.71	12,467.97	8,569.75	7,399.41	6,785.09	.00	.00	98,988.75	-18,988.75	124%
1140	7FE	OVERTIME	10,000.00	3,321.14	908.11	1,733.77	208.37	1,845.12	3,079.80	2,254.16	4,265.44	830.53	526.81	.00	.00	18,973.25	-8,973.25	190%
2110	7FE	FICA TAXES	496,707.00	37,222.24	44,462.56	43,171.45	34,379.36	39,172.33	59,977.78	37,876.13	39,973.09	40,850.00	26,850.53	.00	.00	403,055.47	93,651.53	81%
2120	7FE	RETIREMENT CONTRIBUTION	469,330.00	36,971.73	43,277.62	42,851.41	33,063.91	31,754.57	59,058.22	37,191.48	39,958.59	40,652.67	28,475.50	.00	.00	393,255.70	76,074.30	84%
2130	7FE	LIFE and HEALTH INSURANCE	2,006,000.00	115,906.39	134,766.16	133,747.13	115,448.14	131,186.75	194,409.97	118,624.48	128,417.49	139,451.78	126,096.83	.00	.00	1,338,055.12	667,944.88	67%
2131	7FE	HSA/FSA CONTRIBUTION	.00	.00	.00	.00	.00	.00	750.00	-750.00	3,500.00	3,750.00	-7,250.00	.00	.00	.00	.00	0%
2150	7FE	UNEMPLOYMENT COMPENSATION	7,000.00	.00	.00	.00	.00	.00	.00	.00	.00	-1,650.00	.00	.00	.00	-1,650.00	8,650.00	-24%
2200	7FE	PAYMENTS TO OPEB TRUST	122,804.00	.00	.00	.00	.00	.00	.00	105,672.00	.00	.00	.00	.00	.00	105,672.00	17,132.00	86%
		<b>SALARIES</b>	9,646,446.00	701,170.67	833,366.90	812,738.55	657,219.38	740,001.84	1,125,825.52	818,029.96	760,707.01	786,428.91	551,042.55	.00	.00	7,786,531.29	1,859,914.71	81%
		<b>PAYMENTS TO OTHER</b>																
3167	7FF	GOVERNMENTAL AGENCIES	8,000.00	100.00	.00	.00	3,559.50	887.25	1,050.26	1,044.33	929.51	1,168.75	.00	.00	.00	8,739.60	-739.60	109%
3170	7FF	JANITORIAL SVC and SUPPLY	20,000.00	.00	.00	357.97	3,596.62	1,005.70	1,005.70	1,005.70	647.73	647.73	1,721.64	.00	.00	9,988.79	10,011.21	50%
3179	7FF	CONTRACT SVC EMPLOY AGENT	8,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,665.00	.00	6,335.00	21%
3185	7FF	CONTRACT SVC-TRAINING	2,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	2,000.00	0%
3192	7FF	SOFTWARE LICENSING SUPPORT	42,225.00	.00	.00	.00	.00	.00	18,381.77	.00	23,568.00	.00	284.66	.00	.00	42,234.43	-9.43	100%
3195	7FF	CONTRACT SERVICES MEDICAL	10,000.00	.00	.00	.00	.00	815.00	.00	542.00	.00	.00	292.00	.00	10,000.00	1,649.00	-1,649.00	116%
		<b>CONTRACTUAL SERVICES NOT OTHERWISE SPECIFIED</b>	50,000.00	.00	1,773.75	150.00	770.00	4,478.75	1,500.00	2,520.90	1,156.10</							

INTERNAL FLEET MANAGEMENT																		
3825	7FN	CHARGES	43,000.00	.00	.00	2,090.23	425.25	1,229.47	1,878.35	308.61	302.24	365.41	2,208.20	.00	.00	8,807.76	34,192.24	20%
3910	7FF	GRAPHIC REPROD SVCS	14,298.00	.00	.00	.00	.00	84.00	.00	.00	.00	.00	.00	.00	.00	84.00	14,214.00	1%
		BOOKS, COMPACT DISKS, VIDEOS,																
4020	7FF	AND SUBSCRIPTIONS	3,000.00	.00	.00	.00	.00	.00	.00	200.00	.00	.00	1,487.10	.00	.00	1,687.10	1,312.90	56%
4030	7FF	TRAINING AND EDUCATIONAL COST	3,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	3,000.00	0%
4040	7FF	LICENSE AND CERTIFICATION FEES	1,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	875.00	.00	.00	875.00	125.00	88%
		OFFICE SUPPLIES (NOT INCLUDING																
4110	7FF	PRINTING)	10,000.00	.00	.00	512.66	.00	3,233.45	2,192.71	2,738.91	2,062.80	4,268.86	3,328.92	.00	.00	18,338.31	-8,338.31	183%
		MISCELLANEOUS OPERATING																
4115	7FF	SUPPLIES	81,247.00	.00	.00	915.40	.00	7,826.76	7,907.40	41.92	1,463.62	28.49	36,388.10	.00	1,782.50	54,571.69	24,892.81	69%
4116	7FF	EVENT/MEAL REIMBURSEMENTS	3,000.00	.00	.00	.00	.00	698.36	.00	1,611.26	4,003.30	50.00	437.81	.00	.00	6,800.73	-3,800.73	227%
4120	7FF	SOFTWARE < \$1000	2,560.00	.00	.00	476.56	.00	.00	.00	.00	.00	.00	.00	.00	9,360.60	476.56	-7,277.16	384%
		COMPUTER EQUIPMENT LESS THAN																
4121	7FF	\$500	3,200.00	.00	.00	747.28	.00	1,423.73	2,148.00	150.57	.00	.00	906.58	.00	.00	5,376.16	-2,176.16	168%
4123	7FF	EQUIPMENT LESS THAN \$1000	17,000.00	.00	.00	543.97	.00	1,381.05	169.96	557.55	189.21	2.97	2,594.52	.00	20,336.86	5,439.23	-8,776.09	152%
4135	7FF	FOODandDIETARY	246,569.00	.00	.00	15,924.03	13,899.45	21,165.28	27,068.32	2,141.50	11,305.54	21,728.54	6,391.43	.00	163,896.31	119,624.09	-36,951.40	115%
4139	7FF	MEDICINESandDRUGS	100.00	.00	.00	.00	.00	.00	.00	.00	84.33	.00	.00	.00	.00	84.33	15.67	84%
4143	7FF	MEDandSURG SUPPLIES	4,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	4,000.00	0%
4175	7FF	CLOTHING AND WEARING APPAREL	100.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	100.00	0%
4195	7FF	MISC SUPPLIES OR EXPENSES	2,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	2,000.00	0%
4412	7FF	PROMOTIONAL EXPENSES	2,500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	2,500.00	0%
		EDUCATIONAL ASSISTANCE																
4418	7FF	PROGRAM	2,012.00	2,083.85	3,613.15	-1,036.96	-4,660.04	.00	1,250.00	-26.95	2,318.98	1,669.00	.00	.00	.00	5,211.03	-3,199.03	259%
		IMPROVEMTS TO NON-COUNTY																
4440	7FF	ASSETS	15,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	15,000.00	0%
4450	7FF	PARENT ACTIVITY FUND	9,216.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	5,177.53	.00	.00	5,177.53	4,038.47	56%
4452	7FF	FIELD TRIPS-HEAD START	60,360.00	.00	.00	550.00	.00	.00	.00	.00	.00	.00	357.00	.00	.00	907.00	59,453.00	2%
4482	7FN	SELF INS-PROP CASUALTY	272,491.00	.00	.00	.00	.00	.00	.00	.00	272,491.00	.00	.00	.00	.00	272,491.00	.00	100%
6410	7FD	EQUIPMENT	2,000.00	.00	.00	.00	1,859.95	.00	.00	.00	.00	.00	.00	.00	.00	1,859.95	140.05	93%
6438	7FD	COMPUTER EQUIPMENT > \$500	112,180.00	.00	.00	.00	.00	.00	.00	69,277.50	.00	.00	.00	.00	.00	69,277.50	42,902.50	62%
		OPERATIONS	1,898,383.00	19,834.69	33,949.36	39,698.16	87,560.92	83,996.62	90,257.92	109,898.83	358,771.19	57,609.59	136,686.39	127,983.59	309,641.50	1,018,263.67	442,494.24	77%
		TOTAL UNIT 7522	11,544,829.00	721,005.36	867,316.26	852,436.71	744,780.30	823,998.46	1,216,083.44	927,928.79	1,119,478.20	844,038.50	687,728.94	127,983.59	309,641.50	8,804,794.96	2,302,408.95	80%

**FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH JULY 31, 2016: FUND: 7006 DEPT: 062 UNIT: 7525 (TRAINING): 83% OF FY ELAPSED**

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	ENCUM AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
3185	7FH	CONTRACT SVC-TRAINING	45,966.00	.00	2,500.00	.00	.00	6,000.00	5,000.00	3,975.00	.00	6,240.00	.00	8,190.00	23,715.00	14,061.00	69%
3420	7FH	OUT OF COUNTY TRAVEL	13,700.00	715.40	1,456.86	1,466.96	664.13	4,423.66	2,976.77	3,399.18	2,589.43	5,337.69	21.86	.00	23,051.94	-9,351.94	168%
3610	7FH	RENTAL OF EQUIPMENT	1,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,000.00	0%
3620	7FH	LEASES-BUILDINGS/STRUCTURES	2,000.00	.00	.00	.00	.00	.00	.00	.00	912.25	12,470.00	400.00	.00	13,782.25	-11,782.25	689%
3910	7FH	GRAPHIC REPROD SVCS	1,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,000.00	0%
4020	7FH	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	1,000.00	.00	.00	.00	.00	.00	109.90	.00	290.00	.00	.00	.00	399.90	600.10	40%
4030	7FH	TRAINING AND EDUCATIONAL COST	31,646.00	.00	.00	3,955.00	.00	12,407.00	.00	2,482.96	3,376.00	4,925.00	.00	.00	27,145.96	4,500.04	86%
4040	7FH	LICENSE AND CERTIFICATION FEES	1,000.00	.00	.00	.00	.00	150.00	.00	-75.00	.00	.00	938.00	.00	1,013.00	-13.00	101%
4110	7FH	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	2,771.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	2,771.00	0%
4115	7FH	MISCELLANEOUS OPERATING SUPPLIES	2,000.00	.00	.00	.00	.00	.00	.00	.00	35.10	.00	.00	.00	35.10	1,964.90	2%
4116	7FH	EVENT/MEAL REIMBURSEMENTS	4,500.00	.00	.00	.00	.00	187.84	.00	.00	29.93	.00	344.66	.00	562.43	3,937.57	12%
4418	7FH	EDUCATIONAL ASSISTANCE PROGRAM	10,300.00	.00	.00	5,697.00	9,337.58	.00	3,750.00	.00	.00	.00	.00	.00	18,784.58	-8,484.58	182%
6438	7FJ	COMPUTER EQUIPMENT > \$500	6,008.00	.00	.00	.00	.00	.00	.00	6,008.00	.00	.00	.00	.00	6,008.00	.00	100%
		<b>OPERATIONS</b>	122,891.00	715.40	3,956.86	11,118.96	10,001.71	23,168.50	11,836.67	15,790.14	7,232.71	28,972.69	1,704.52	8,190.00	114,498.16	202.84	100%
		<b>TOTAL UNIT 7525</b>	122,891.00	715.40	3,956.86	11,118.96	10,001.71	23,168.50	11,836.67	15,790.14	7,232.71	28,972.69	1,704.52	8,190.00	114,498.16	202.84	100%

**FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH JULY 31, 2016: FUND: 7006 DEPT: 062 UNIT: 7526 (DISABILITY): 83% OF FY ELAPSED**

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	ENCUM AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	7FI	REGULAR SALARIES and WAGES	195,599.00	13,390.32	15,976.00	15,976.00	15,976.00	15,976.00	23,733.93	12,868.80	12,868.80	13,724.36	13,109.95	.00	153,600.16	41,998.84	79%
1140	7FI	OVERTIME	100.00	.00	43.94	.00	.00	.00	60.64	145.14	72.57	.00	.00	.00	322.29	-222.29	322%
2110	7FI	FICA TAXES	14,971.00	951.90	1,140.29	1,136.95	1,128.92	1,128.92	1,675.20	905.59	900.05	957.62	908.29	.00	10,833.73	4,137.27	72%
2120	7FI	RETIREMENT CONTRIBUTION	14,207.00	972.15	1,163.07	1,159.88	1,159.88	1,159.88	1,631.43	944.83	939.56	996.41	985.87	.00	11,112.96	3,094.04	78%
2130	7FI	LIFE and HEALTH INSURANCE	37,600.00	2,460.20	2,894.96	2,894.96	3,037.52	3,037.52	4,304.01	2,532.98	2,532.98	2,785.18	3,037.38	.00	29,517.69	8,082.31	79%
2131	7FI	HSA/FSA CONTRIBUTION	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	0%
2200	7FI	PAYMENTS TO OPEB TRUST	1,969.00	.00	.00	.00	.00	.00	.00	1,754.00	.00	.00	.00	.00	1,754.00	215.00	89%
		<b>SALARIES</b>	<b>264,446.00</b>	<b>17,774.57</b>	<b>21,218.26</b>	<b>21,167.79</b>	<b>21,302.32</b>	<b>21,302.32</b>	<b>31,405.21</b>	<b>19,151.34</b>	<b>17,313.96</b>	<b>18,463.57</b>	<b>18,041.49</b>	<b>.00</b>	<b>207,140.83</b>	<b>57,305.17</b>	<b>78%</b>
3195	7FK	CONTRACT SERVICES MEDICAL	5,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	5,000.00	0%
3197	7FK	CONTRACTUAL SERVICES NOT OTHERWISE SPECIFIED	165,000.00	.00	.00	169.00	.00	8,454.00	1,014.00	8,321.40	1,026.40	9,197.80	5,873.20	125,454.20	34,055.80	5,490.00	97%
3235	7FK	INDIGENT PSYCH SVCS	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	0%
3275	7FK	MEDICAL SVCS	10,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	10,000.00	0%
4110	7FK	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	1,500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,500.00	0%
4115	7FK	MISCELLANEOUS OPERATING SUPPLIES	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	0%
4120	7FK	SOFTWARE < \$1000	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	0%
4482	7FN	SELF INS-PROP CASUALTY	2,296.00	.00	.00	.00	.00	.00	.00	.00	2,296.00	.00	.00	.00	2,296.00	.00	100%
		<b>OPERATIONS</b>	<b>184,796.00</b>	<b>.00</b>	<b>.00</b>	<b>169.00</b>	<b>.00</b>	<b>8,454.00</b>	<b>1,014.00</b>	<b>8,321.40</b>	<b>3,322.40</b>	<b>9,197.80</b>	<b>5,873.20</b>	<b>125,454.20</b>	<b>36,351.80</b>	<b>22,990.00</b>	<b>88%</b>
		<b>TOTAL UNIT 7526</b>	<b>449,242.00</b>	<b>17,774.57</b>	<b>21,218.26</b>	<b>21,336.79</b>	<b>21,302.32</b>	<b>29,756.32</b>	<b>32,419.21</b>	<b>27,472.74</b>	<b>20,636.36</b>	<b>27,661.37</b>	<b>23,914.69</b>	<b>125,454.20</b>	<b>243,492.63</b>	<b>80,295.17</b>	<b>82%</b>

**FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH JULY 31, 2016: USDA FUND: 7406 DEPT: 062 UNIT: 7523 (ADMIN): 83% OF FY ELAPSED**

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	7FQ	REGULAR SALARIES and WAGES	118,562.00	2,779.04	5,900.48	7,225.60	8,518.40	8,518.40	12,777.60	8,482.85	8,663.84	8,518.40	8,518.40	79,903.01	38,658.99	67%
1140	7FQ	OVERTIME	100.00	.00	24.24	.00	.00	.00	24.24	36.36	169.68	31.51	.00	286.03	-186.03	286%
2110	7FQ	FICA TAXES	9,078.00	194.85	432.36	531.89	630.01	630.00	946.89	630.07	654.11	632.44	630.01	5,912.63	3,165.37	65%
2120	7FQ	RETIREMENT CONTRIBUTION	8,615.00	201.76	430.13	524.58	618.44	618.44	929.42	618.50	641.32	620.72	640.58	5,843.89	2,771.11	68%
2130	7FQ	LIFE and HEALTH INSURANCE	28,200.00	694.89	824.90	828.49	872.50	872.50	1,308.75	872.50	872.50	872.50	872.50	8,892.03	19,307.97	32%
2131	7FQ	HSA/FSA CONTRIBUTION	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	0%
2200	7FQ	PAYMENTS TO OPEB TRUST	1,146.00	.00	.00	.00	.00	.00	.00	1,326.00	.00	.00	.00	1,326.00	-180.00	116%
		<b>SALARIES</b>	165,701.00	3,870.54	7,612.11	9,110.56	10,639.35	10,639.34	15,986.90	11,966.28	11,001.45	10,675.57	10,661.49	102,163.59	63,537.41	62%
3125	7FP	INDIRECT COSTS	6,543.00	.00	.00	.00	.00	.00	6,543.00	.00	.00	.00	.00	6,543.00	.00	100%
3410	7FR	LOCAL TRAVEL	2,000.00	.00	.00	64.66	.00	30.71	61.54	120.33	132.17	70.09	87.13	566.63	1,433.37	28%
3530	7FR	TOLL CHARGES	30.00	.00	.00	.00	.00	.00	4.71	8.66	2.18	6.00	8.20	29.75	.25	99%
3820	7FR	MAINTENANCE OF EQUIPMENT	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	0%
4110	7FR	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	1,441.00	.00	.00	.00	.00	.00	.00	405.24	.00	.00	.00	405.24	1,035.76	28%
4418	7FR	EDUCATIONAL ASSISTANCE PROGRAM	1,100.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,100.00	0%
4482	7FS	SELF INS-PROP CASUALTY	1,685.00	.00	.00	.00	.00	.00	.00	.00	1,685.00	.00	.00	1,685.00	.00	100%
		<b>OPERATIONS</b>	13,299.00	.00	.00	64.66	.00	30.71	6,609.25	534.23	1,819.35	76.09	95.33	9,229.62	4,069.38	69%
		<b>TOTAL UNIT 7523</b>	179,000.00	3,870.54	7,612.11	9,175.22	10,639.35	10,670.05	22,596.15	12,500.51	12,820.80	10,751.66	10,756.82	111,393.21	67,606.79	62%

**FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH JULY 31, 2016: USDA FUND: 7406 DEPT: 062 UNIT: 7524 (SERVICES): 83% OF FY ELAPSED**

OBJ	APR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	ENCUM AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	7FT	REGULAR SALARIES and WAGES	147,300.00	11,577.18	13,923.89	13,924.64	13,731.01	13,684.67	19,507.93	13,148.80	13,232.90	11,003.17	1,510.37	.00	125,244.56	22,055.44	85%
1140	7FT	OVERTIME	.00	.00	.00	51.17	.00	.00	17.39	.00	.00	34.78	.00	.00	103.34	-103.34	0%
2110	7FT	FICA TAXES	11,268.00	814.48	981.49	985.42	982.13	978.63	1,391.28	937.60	944.08	776.14	63.50	.00	8,854.75	2,413.25	79%
2120	7FT	RETIREMENT CONTRIBUTION	10,694.00	840.49	1,010.86	1,014.62	996.84	993.47	1,417.51	954.58	960.69	801.36	113.59	.00	9,104.01	1,589.99	85%
2130	7FT	LIFE and HEALTH INSURANCE	75,200.00	4,376.38	5,149.14	5,149.14	4,987.32	4,987.32	7,480.98	4,987.32	4,987.32	4,987.32	4,987.32	.00	52,079.56	23,120.44	69%
2131	7FT	HSA/FSA CONTRIBUTION	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	0%
2200	7FT	PAYMENTS TO OPEB TRUST	4,586.00	.00	.00	.00	.00	.00	.00	3,536.00	.00	.00	.00	.00	3,536.00	1,050.00	77%
		<b>SALARIES</b>	249,048.00	17,608.53	21,065.38	21,124.99	20,697.30	20,644.09	29,815.09	23,564.30	20,124.99	17,602.77	6,674.78	.00	198,922.22	50,125.78	80%
3170	7FU	JANITORIAL SVC and SUPPLY	1,000.00	.00	.00	130.80	.00	163.50	.00	.00	.00	.00	.00	.00	294.30	705.70	29%
4115	7FU	MISCELLANEOUS OPERATING SUPPLIES	10,000.00	.00	.00	1,670.20	.00	2,095.86	3,862.79	1,319.20	.00	.00	1,252.22	.00	10,200.27	-200.27	102%
4130	7FU	HOUSEHOLD AND KITCHEN SUPPLIES	9,000.00	.00	.00	.00	.00	183.01	.00	740.44	3.96	62.00	391.98	.00	1,381.39	7,618.61	15%
4135	7FU	FOODandDIETARY	1,272,992.00	.00	.00	111,100.00	108,056.16	159,243.42	170,990.84	21,971.43	112,158.31	205,396.42	63,093.58	248,864.11	952,010.16	72,117.73	94%
4482	7FS	SELF INS-PROP CASUALTY	8,220.00	.00	.00	.00	.00	.00	.00	.00	8,220.00	.00	.00	.00	8,220.00	.00	100%
		<b>OPERATIONS</b>	1,301,212.00	.00	.00	112,901.00	108,056.16	161,685.79	174,853.63	24,031.07	120,382.27	205,458.42	64,737.78	248,864.11	972,106.12	80,241.77	94%
		<b>TOTAL UNIT 7524</b>	1,550,260.00	17,608.53	21,065.38	134,025.99	128,753.46	182,329.88	204,668.72	47,595.37	140,507.26	223,061.19	71,412.56	248,864.11	1,171,028.34	130,367.55	92%

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ORANGE COUNTY																			
Department 062																			
FY 2016 Monthly Expense Report																			
For the selected Department and Unit, by Object and Appropriation																			
Through 08/01/2016																			
FUND: 8299 DEPT: 062 UNIT: 7537																			
	OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	PRE-ENCUM AMOUNT	ENCUM. AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1	1120	6EA	REGULAR SALARIES and WAGES	768,053.00	13,800.32	-10,187.60	1,727.09	107,775.32	63,347.49	65,113.88	92,327.57	69,626.23	27,936.86	83,315.84	.00	.00	514,783.00	253,270.00	67.02
	2110	6EA	FICA TAXES	59,218.00	993.51	-753.53	112.46	7,811.29	4,578.75	4,706.32	6,674.32	5,042.73	2,028.41	6,053.07	.00	.00	37,247.33	21,970.67	62.90
	2120	6EA	RETIREMENT CONTRIBUTION	55,722.00	1,001.91	-739.62	125.39	7,925.30	4,635.36	4,763.63	6,808.39	5,126.72	2,062.93	6,132.67	.00	.00	37,842.68	17,879.32	67.91
	2130	6EA	LIFE and HEALTH INSURANCE	61,745.00	2,856.17	-1,996.74	464.58	25,431.03	15,228.17	15,690.50	23,029.34	17,105.96	6,852.26	20,587.26	.00	.00	125,248.53	-63,503.53	202.85
	2131	6EA	HSA/FSA CONTRIBUTION	2,500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	2,500.00	.00
	2200	6EA	PAYMENTS TO OPEB TRUST	380.00	.00	.00	.00	.00	.00	.00	373.00	.00	.00	.00	.00	.00	373.00	7.00	98.16
OBJECT CATEGORY 1				947,618.00	18,651.91	-13,677.49	2,429.52	148,942.94	87,789.77	90,274.33	129,212.62	96,901.64	38,880.46	116,088.84	.00	.00	715,494.54	232,123.46	75.50
2	3125	6EB	INDIRECT COSTS	42,498.00	.00	.00	.00	.00	.00	42,498.00	.00	.00	.00	.00	.00	.00	42,498.00	.00	100.00
	4020	6EC	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	1,500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	19,750.00	.00	-18,250.00	1,316.67
	4110	6EC	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	25,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	25,000.00	.00
	4115	6EC	MISCELLANEOUS OPERATING SUPPLIES	31,090.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	34,998.25	.00	-3,908.25	112.57
	4123	6EC	EQUIPMENT LESS THAN \$1000	24,459.00	.00	-4,552.71	.00	.00	6,564.15	.00	.00	.00	.00	.00	.00	.00	2,011.44	22,447.56	8.22
	4195	6EC	MISC SUPPLIES OR EXPENSES	10,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	10,000.00	.00
	4482	6EC	SELF INS-PROP CASUALTY	165.00	.00	.00	.00	.00	.00	.00	.00	162.00	.00	.00	.00	.00	162.00	3.00	98.18
OBJECT CATEGORY 2				134,712.00	.00	-4,552.71	.00	.00	6,564.15	42,498.00	.00	162.00	.00	.00	.00	54,748.25	44,671.44	35,292.31	73.80
*TOTAL UNIT_CD 7537				1,082,330.00	18,651.91	-18,230.20	2,429.52	148,942.94	94,353.92	132,772.33	129,212.62	97,063.64	38,880.46	116,088.84	.00	54,748.25	760,165.98	267,415.77	75.29
TOTAL				1,082,330.00	18,651.91	-18,230.20	2,429.52	148,942.94	94,353.92	132,772.33	129,212.62	97,063.64	38,880.46	116,088.84	.00	54,748.25	760,165.98	267,415.77	75.29

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ORANGE COUNTY

Department 062

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

Through 08/01/2016

FUND: 8299 DEPT: 062 UNIT: 7538

	OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	PRE-ENCUM. AMOUNT	ENCUM. AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1	1120	7EA	REGULAR SALARIES and WAGES	800,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	800,000.00	.00
	2110	7EA	FICA TAXES	61,200.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	61,200.00	.00
	2120	7EA	RETIREMENT CONTRIBUTION	60,160.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	60,160.00	.00
	2130	7EA	LIFE and HEALTH INSURANCE	200,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	200,000.00	.00
OBJECT CATEGORY 1				1,121,360.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,121,360.00	.00
2	3125	7EB	INDIRECT COSTS	42,498.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	42,498.00	.00
	3185	7EC	CONTRACT SVC-TRAINING	1,500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,500.00	.00
	4020	7EC	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	25,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	25,000.00	.00
	4110	7EC	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	10,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	10,000.00	.00
	4115	7EC	MISCELLANEOUS OPERATING SUPPLIES	14,880.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	14,880.00	.00
	4123	7EC	EQUIPMENT LESS THAN \$1000	5,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	5,000.00	.00
	4482	7EA	SELF INS-PROP CASUALTY	162.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	162.00	.00
OBJECT CATEGORY 2				99,040.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	99,040.00	.00
*TOTAL UNIT_CD 7538				1,220,400.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,220,400.00	.00
TOTAL				1,220,400.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,220,400.00	.00



**MONTHLY PURCHASING CARD  
PURCHASE REPORT**

Name): June Johnson

Statement for Month of: June '16

Cardholder Signature: June Johnson

Division Head Start Extension: 69524

#	Date	Receipt or Invoice	Description of Purchase	Vendors Name	\$\$\$ Amount of Purchase	Dispute (d)/ Credit (c)	Accounting Lines	Remarks
1	6/1/2016	13723	CLASS Recertification	Teachstone	400.00		7006 062 7522 4040	VD, TB, NH EK
2	6/2/2016		Service Awards	United Trophy	411.00		7006 062 7521 4422	Staff Recognition
3	6/7/2016	703877	Storage Pod Rental	1800PackRat	277.72		7006 062 7522 3610	Callahan
4	6/8/2016	8741944	Water	ReadyRefresh	21.47		7006 062 7522 3710	Denton Johnson
			Cooler Rental		9.98		7006 062 7522 3610	
			Cups		3.79		7006 062 7522 4115	
					35.25			
5	6/8/2016	8741969	Cooler Rental	ReadyRefresh	14.97		7006 062 7522 3610	Tangelo Park
6	6/8/2016	7234172	Water	ReadyRefresh	18.48		7006 062 7522 3710	SOYMCA
			Cooler Rental		14.97		7006 062 7522 3610	
			Cups		8.38		7006 062 7522 4115	
					41.83			
7	6/8/2016	7234115	Water	ReadyRefresh	48.33		7006 062 7522 3710	W S @ Hope
			Cooler Rental		34.93		7006 062 7522 3610	
					83.26			
8	6/8/2016	7234057	Water	ReadyRefresh	59.07		7006 062 7522 3710	Maxey
			Cups		22.74		7006 062 7522 4115	
			Cooler Rental		14.97		7006 062 7522 3610	
					96.78			
9	6/8/2016	703877	Credit for errant tax charge	1800PackRat		(C) 12.02	7006 062 7522 3610	Callahan
10	6/15/2016	14440	CLASS Recertification	Teachstone	200.00		7006 062 7522 4040	MGrullon WFrancois
11	6/17/2016	D05372	Storage Pod Rental	1800PackRat	389.74		7006 062 7522 3610	Tangelo
12	6/17/2016	D51715	Storage Pod Rental	1800PackRat	346.97		7006 062 7522 3610	Tangelo
13	6/16/2016	D06315	Storage Pod Rental	1800PackRat	346.97		7006 062 7522 3610	Tangelo
14	6/16/2016	845868473-001	Privacy Screen	Office Depot	199.99		7006 062 7521 4110	Contract Specialist
15	6/16/2016	845868474-001	Wite out	Office Depot	1.83		7006 062 7521 4110	Contract Specialist
Total					2,834.29			

# MONTHLY PURCHASING CARD PURCHASE REPORT

Name): June Johnson

Statement for Month of: June '16

Cardholder Signature: June Johnson *jj*

Division Head Start Extension: 69524

*7/6/16*

#	Date	Receipt or Invoice #	Description of Purchase	Vendors Name	\$\$\$ Amount of Purchase	Dispute (d)/ Credit (c)	Accounting Lines	Remarks
16	6/16/2016	845868361-001	Office Supplies	Office Depot	161.64		7006 062 7521 4110	Contract Specialist
17	6/20/2016	14583	CLASS Recertification	Teachstone	200.00		7006 062 7522 4040	SKirby & TStenson
18	6/20/2016	846501463-001	Keyboard Wrist Rest	Office Depot	17.49		7006 062 7521 4123	Sr. CSW's
19	6/17/2016	846212557-001	Mobile File Carts	Office Depot	224.97		7006 062 7521 4123	Sr. CSW's
20	6/17/2016	846210891-001	Chair	Office Depot	139.99		7006 062 7522 4123	CSW @ Mitchell
21	6/17/2016	846202018-001	Desk & Hutch	Office Depot	619.97		7006 062 7522 4123	W S E L C
22	6/17/2016	846205375-001	Chair	Office Depot	139.99		7006 062 7522 4123	CSW @ Pine Hills
23	6/20/2016	846501368-001	Office Supplies PFCE	Office Depot	182.96		7006 062 7521 4110	Sr. CSW's
			Office Supplies CSW's	Office Depot	917.12		7006 062 7522 4110	CSW
				Office Depot	1,100.08			Total
24	6/20/2016	846501484-001	Office Supplies CSW's	Office Depot	162.49		7006 062 7522 4110	CSW's #5:15-7521
25	6/22/2016	847129412-001	Office Supplies	Office Depot	99.83		7006 062 7521 4110	Admin Office
26	6/23/2016	847352439-001	Office Supplies	Office Depot	596.65		7006 062 7521 4110	Edu Admin
27	6/23/2016	847352469-001	Envelops & Tablets	Office Depot	56.14		7006 062 7521 4110	Edu Admin
28	6/24/2016	847769660-001	Office Supplies	Office Depot	753.50		7006 062 7522 4110	W S E L C
29	6/23/2016	847352993-001	Recordable DVD for Traini	Office Depot	164.98		7006 062 7521 4110	Edu Admin
30	6/28/2016	MCC 3252031	Field Trip WSEL C	SeaLife	330.00		7006 062 7522 4452	W S E L C
31	6/27/2016	9985743	Resource Room Items	LakeShore	393.52		7006 062 7522 4115	Pine Hills
32	6/29/2016	25394	Field Trip WSEL C transport	Express Transpo	329.60		7006 062 7522 4452	W S E L C
33	6/24/2016	847770128-001	Shredder	Office Depot	99.99		7006 062 7522 4123	W S E L C
34	6/29/166	9985743	Taxes charged in error	Lake Shore		(C) 21.05		
				Total This Page	5,569.78			
				Total Page 1	2,834.29			
				Grand Total	8,404.07			

**ORANGE COUNTY HEAD START DIVISION**  
**Monthly Purchasing Card Purchase Report**

Cardholder (Print Name): Limarys Rivera

Cardholder Signature: Loring, J 7/18/16

Statement for the Month of: June 2016

Extension: 66596

[illegible]

**FAMILY SERVICES DEPARTMENT  
PURCHASE REPORT LOG**

\*Cardholder (Print Name): Kerry-Ann Smith

\*Cardholder Signature: \_\_\_\_\_

\*Statement for the Month: June 2016

\*Division: HEAD START

\* Ph. Ext: 68905

Date of Purchase	Receipt & Invoice #	Description of Purchase	Vendor's Name	Dollar Amount of Purchase	Accounting Line/s
06/03/2016	336087	Nutrition Health Calendar for parent training at Washington Shores The Hope	Learning Zone Express	225.18	7006-062-7522-4115
06/15/2016	616700371463	Food for children with children special diet Washington Shores The Hope	Walmart	13.42	7406-062-7524-4135
06/15/2016	125238	Food for children with children special diet Washington Shores The Hope	Publix	14.38	7406-062-7524-4135
06/17/2016	1042000314	Food for children with children special diet Washington Shores The Hope	Walmart	8.38 94	7406-062-7524-4135
06/23/2016	616900293349	Special diet for child at Pine Hills	Walmart	17.88	7406-062-7524-4135
06/30/2016	064355	Food for children with children special diet Washington Shores The Hope	Publix	18.46	7406-062-7524-4135

Complete all required entries identified by an \*

## ORANGE COUNTY HEAD START DIVISION

### Monthly Purchasing Card Purchase Report

**Statement for the Month of: June, 2016**

**Extension: 68913**

[illegible]

**FAMILY SERVICES DEPARTMENT  
PURCHASE REPORT LOG**

\*Cardholder (Print Name): **DAISY FLORES**

\*Cardholder Signature: *Daisy Flores*

\*Statement for the Month: **JUNE 2016**

\*Division: **HEAD START**

\* Ph. Ext. **67407**

Date of Purchase	Receipt & Invoice #	Description of Purchase	Vendor's Name	Dollar Amount of Purchase	Accounting Line/s
5/20/2016	0027174	TOOTHBRUCHESH FOR CHILDREN.	NEXADENTAL	\$1,150.60	7006-062-7522-4115

Complete all required entries identified by an \*

# ORANGE COUNTY HEAD START DIVISION

## Monthly Purchasing Card Purchase Report

Cardholder (Print Name): Julio P. Brulion Statement for the Month of: June, 2016  
Cardholder Signature: Julio P. Brulion

**Cardholder Signature:**

**Statement for the Month of: June, 2016**

**Extension:**

:(407) 636-9456

[illegible]

**ORANGE COUNTY HEAD START DIVISION**  
**Monthly Purchasing Card Purchase Report**  
**Bank of America**

Cardholder (Print Name): Angela Fore

Statement for the Month of: July, 2016

Cardholder Signature: Angela M. Fore

Extension: 68901

Date	Receipt/ Invoice #	Purchase Description/ Justification	Vendor Name	Dollar Amount of Purchase	Dispute/ Credit	Accounting Line(s) To Be Charged	/
6/16/16		Hotel accommodations for Yolanda Brown in Atlanta, GA	Sheraton Atlanta	\$509.12		7006-062-7521-3420	
6/16/16		Hotel accommodations for Lonnie Bell in Atlanta, GA	Sheraton Atlanta	\$509.16		7006-062-7521-4030	
6/29/16		CLASS Observer Certification Training/Tests for 10 staff	Teachstone	\$1765.86		7006-062-7522-4040	



## ORANGE COUNTY HEAD START DIVISION

### Monthly Purchasing Card Purchase Report

**Cardholder (Print Name): SHAMIM SHEIKH**

**Statement for the Month of: June, 2016**

Cardholder Signature: Sharon K. [Signature]

**Extension: 8940**[illegible]

**Orange County Head Start  
Policy Council  
Meeting: August 18, 2016  
Director's Program Information Update**

**Local Head Start Information:**

During the month of July 2016, Orange County Head Start management team met and completed the site visits for the two new sites Dover Shores & Ventura Elementary. Dover Shores will occupy three spaces, 2 classrooms and 1 office. Ventura will occupy 1 classroom. Both school's Principal and staff are very excited about the partnership and exposure to Early Education for their potential Kindergarten and beyond students.

Orange County Head Start received the results of the HIPAA risk assessment. The audit was completed by Orange County to determine potential risks of the division that could possibly lead to HIPAA violations and federal litigation. OCHS is in the process of developing a Corrective Action plan to address the concerns associated with HIPAA. Those concerns include; revisions of the HIPAA policies and procedures, ensuring continued compliance of the HIPAA privacy rule, revising the current information covered in the HIPAA training, and Encrypted Email solutions.

Capital project minor constructions were completed for East Orange Head Start classroom 4, after a year of not operating in the classroom. Orange County Head Start is now in conversation with Animal Services, Parks and Recreation and Capital Projects for upcoming construction projects at the East Orange Community Center.

Orange County Head Start held interviews for the Program Manager (Fiscal) position and selected a potential candidate. The candidate will be presented to the policy council for approval, prior to the permanent offer.

The Pre Service Education Developmental training was held for all Orange County Head Start staff in collaboration with the 4C Early Head Start & Head Start program. The event was held over four days at the Orange County Convention Center. There were over 20 different topics offered that will enhance job performance and job knowledge. The topics included HIPAA, Child Abuse & Neglect, Blood Borne Pathogens, Effective Parent Meetings, Fatherhood Engagement, Head Start 101, School Readiness & Parent, Family & Community Engagement, Administration of Medicine, Let's Move, STEM, and many more.

**Region IV Office of Head Start:**

Orange County Head Start submitted an application for a duration supplement COLA on July 1, 2016. The application was approved by both the Policy Council and Board of County Commissioners. Orange County Head Start requested approval to use the funds for operational cost rather than salaries due to the county 3.5% salary increase received by all employees. Since the submission of the application the Office of Head Start has requested additional information from OCHS. All information has been submitted and waiting on final approval.

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

During the months of July & August the information shared on the national level was resources to help programs prepare for the school year. Information that Orange County Head Start is considering to utilize, is the tools that were provided for ensuring the program is a welcome environment for the LGBT community. As a program we have not spent much time on ensuring staff was knowledgeable, policies were supportive and centers were welcoming to the LGBT community.



APPROVED BY ORANGE  
COUNTY BOARD OF COUNTY  
COMMISSIONERS

BCC Mtg. Date: July 12, 2016

**Interoffice Memorandum**

**AGENDA ITEM**

June 30, 2016

TO: Mayor Teresa Jacobs  
and  
Board of County Commissioners

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

FROM: Sonya L. Hill, Manager *Sonya L. Hill*  
Family Services Department  
Head Start Division  
Contact: Khadija Pirzadeh, (407) 836-8912  
Sonya Hill, (407) 836-7409

SUBJECT: Orange County Family Services Department  
Head Start Division Standard Operating Procedures  
BCC Meeting 7/12/16 Consent Agenda/All Districts

The Head Start Division requests Board approval of the Orange County Family Services Department, Head Start Division Standard Operating Procedures (SOPs), as required annually by the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Head Start. The SOPs establish operational and technical components of the Head Start Program. These formal written guidelines serve as instruction for Program Performance as follows: 1304, 1305, 1308, and 1310; Florida Department of Children and Families Child Care Standards Administrative Code, Section 65C-22, Florida Statutes; Orange County Policy Manual and Operational Regulations, Sections 103 and 401. The Policy Council approved the Head Start Division SOPs on November 19, 2015.

**ACTION REQUESTED: Approval of Orange County Family Services Head Start Division Standard Operating Procedures.**

SH/kp

C: George A. Ralls, M.D., Deputy County Administrator  
Wanzo Galloway, Assistant County Attorney, County Attorney's Office  
John Petrelli, Director, Risk Management and Professional Standards  
Yolanda S. Brown, Manager, Fiscal Division, Family Services Department  
Jamilie Clemens, Grants Supervisor, Finance Division  
Patria Morales, Grants Coordinator, Office of Management & Budget

***Monthly Report to Head Start Policy Council***

**Nutrition: JULY 2016**

Number of breakfasts served	7,655
Number of lunches served	7,818
Number of snacks served	7,170
Number of meals reimbursed by USDA	21,486
Number of meals disallowed for reimbursement	0
Number of children evaluated for nutritional concerns	816
Number of children receiving nutritional education and further care	99
Number of monitoring visits to ensure compliance with USDA Regulations	3
Number of monitoring visits requiring a corrective action plan	0
Number of nutritional activities conducted <b>(ALL CLASSROOMS)</b>	<b>45</b>
Types of nutritional activities conducted "Yogurt Smoothie"	

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

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

- ❑ The Medical/Dental services staff performed 246 new health status evaluations.
- ❑ 69 additional health update evaluations were completed.
- ❑ 57 additional immunization evaluations were completed.
- ❑ 22 additional blood lead tests were reviewed.
- ❑ 46 dental examinations were evaluated. Of these, 11 children were diagnosed as needing treatment.
- ❑ Dental treatment verification was received and evaluated for 3 children.
- ❑ 21 parent contacts were initiated regarding health concerns and health screening and examination needs.
- ❑ 5 health action plans were completed and discussed with staff.
- ❑ Health technical assistance was given to staff on 2 occasions.
- ❑ 12 Physician Medication Orders were received, evaluated, and reviewed with staff. Medication information and administration technique training was provided as needed.
- ❑ Staff training was provided on 2 occasions.
- ❑ No blood pressure screenings were completed.
- ❑ No vision screenings were completed.
- ❑ 1 child was evaluated for health concerns.
- ❑ 12 health provider consultations were made.
- ❑ Center visits were made on 2 occasions for health issues, observations, and monitoring.

## DISABILITIES/MENTAL HEALTH REPORT

JULY 2016

One (1) child was diagnosed with a disability by OCPS for the month of July 2016. A total of two hundred sixty-eight (268) children have been diagnosed with a disability by LEA, for a seventeen percent (17.4%) mandated compliance since school started last August 2015.

A total of two hundred thirty-four (234) children have been diagnosed with a disability by contracted providers since school started last August 2015.

Two (2) children were referred in the month of July 2016 for mental health services. A total of one hundred seventy-eight (178) children have been referred since school started last August 2015.

A total of one hundred sixty-eight (168) children are receiving mental health services for behavior issues since school started last August 2015.

Nine (9) visits to centers were completed for the month of July 2016. A total of four hundred seventeen (417) visits to centers to: provide technical assistance to staff, conduct observations, conduct health screenings, and complete monitoring visits since school started last August 2015.

Five (05) hearing screenings completed for the month of July 2016. A total of one thousand seven hundred and seventy-two (1,772) Hearing screenings completed since school started last August 2015.

Thirteen (13) monitoring visits to classrooms were completed for the month of July 2016. A total of one hundred sixty-one (161) monitoring visits were completed from October 2015 until July 2016.

## Orange County Head Start

### Parent Family and Community Engagement 2015-2016

#### ***Monthly Report: July 2016***

- Six hundred fifty (650) children were enrolled in the Head Start Program for the month of July 2016.
- Three hundred ninety seven (397) children are on the Waiting List 2016-2017.
- Four (4) Attendance home visits.
- One (1) family received Crisis/Emergency Assistance.
- Zero (0) parents received Educational Services.
- Four hundred thirty three (433) Health Services Follow ups were done by Community Service Worker.
- Eighteen (18) families were referred for family services.
- Nine (9) were provided families services
- Seven (7) Parent Meetings were held this month. Seventy two (72) parents attended parents meetings. seven (7) males attended.
- Zero (0) Fatherhood Activities was held this month. Zero (0) fathers attended fatherhood initiatives.
- Eight (8) Parent Trainings were held this month. Sixty nine (69) parents attended Parents Trainings.

#### **Trainings:**

- Transition to Kindergarten-School Readiness
- Parent Transitional Orientation



# ORANGE COUNTY HEAD START 2015-2016

## FAMILY AND COMMUNITY ENGAGEMENT

ERSEA REPORT

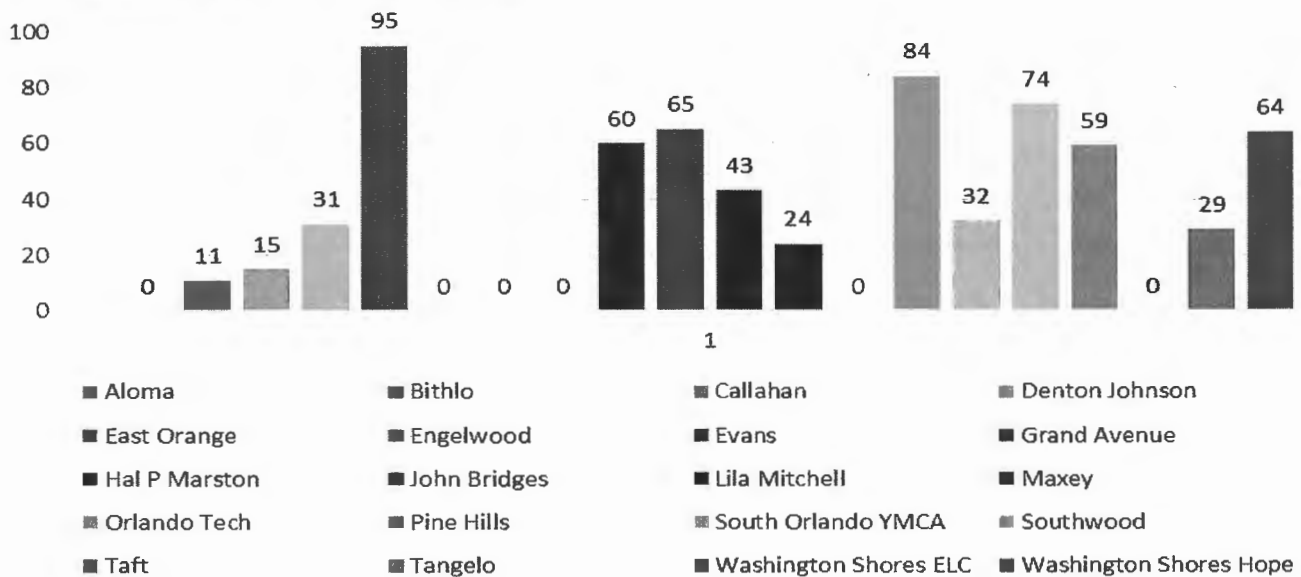
MONTH: July

YEAR: 2016

### ENROLLMENT 2015-2016

Total: 650/780 (July 22, 2016)

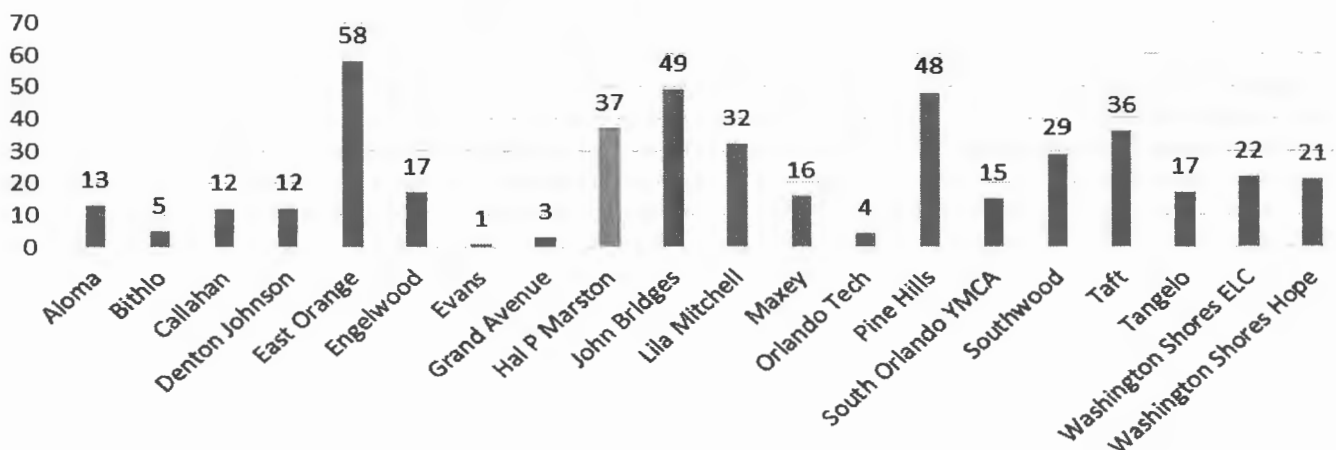
#### Enrollment (End of the Month)



### ENROLLMENT TURNOVER 2015-2016

July 2016 – 447 Children

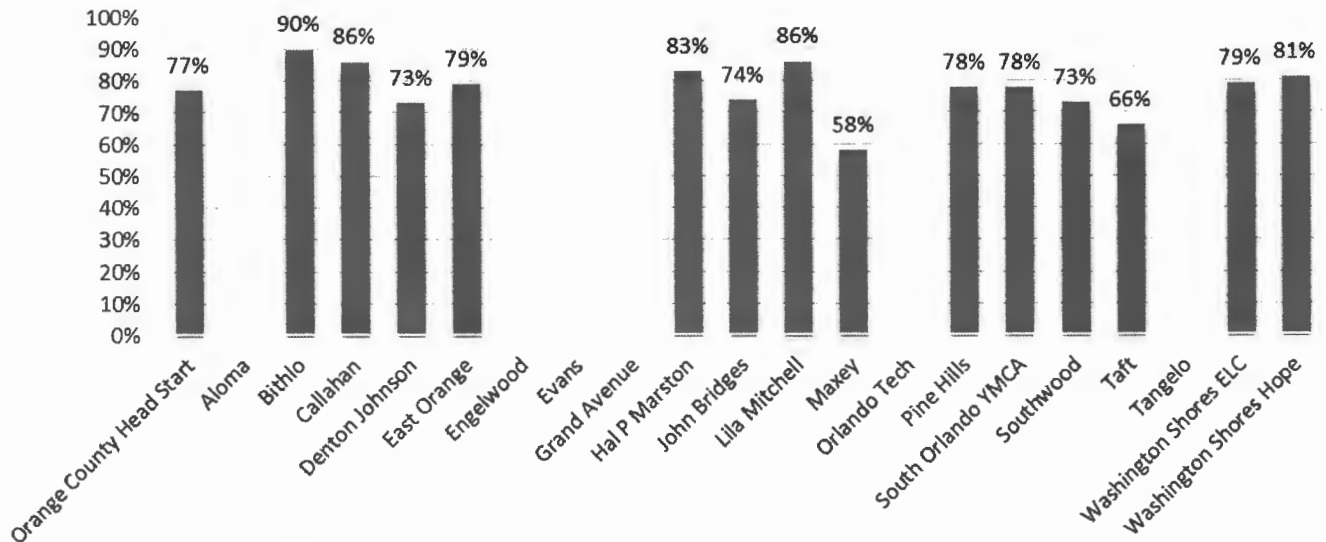
#### Enrollment Turnover by July 22



## ATTENDANCE 2015-2016

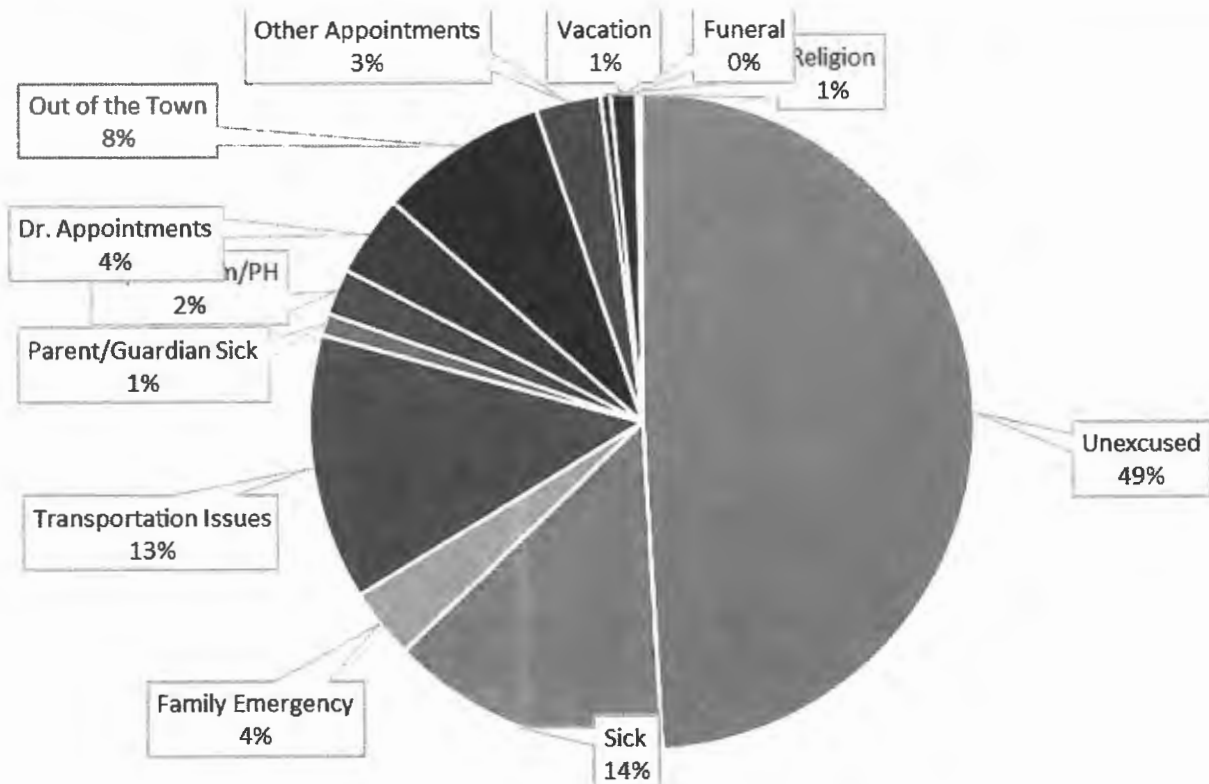
July 2016 – 77% (15 Operating Days)

### Average Daily Attendance



## ATTENDANCE: REASONS OF ABSENCES 2015-2016

June 30, 2016 - Total of absences: 2244



# ORANGE COUNTY HEAD START 2016-2017

## FAMILY AND COMMUNITY ENGAGEMENT

ERSEA REPORT

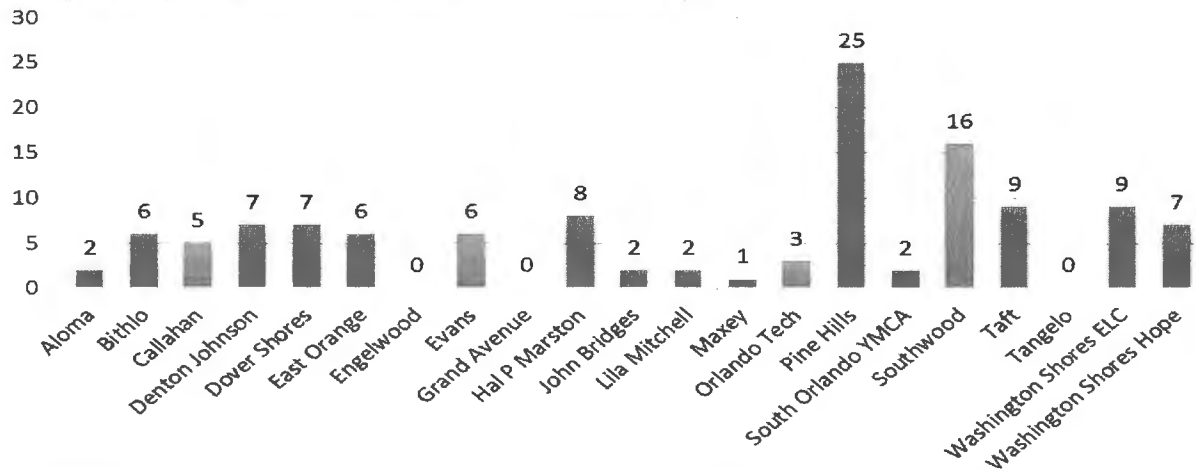
MONTH: July

YEAR: 2016

### ELIGIBILITY 2016-2017

Total: 123 Applications (New/ July 2016)

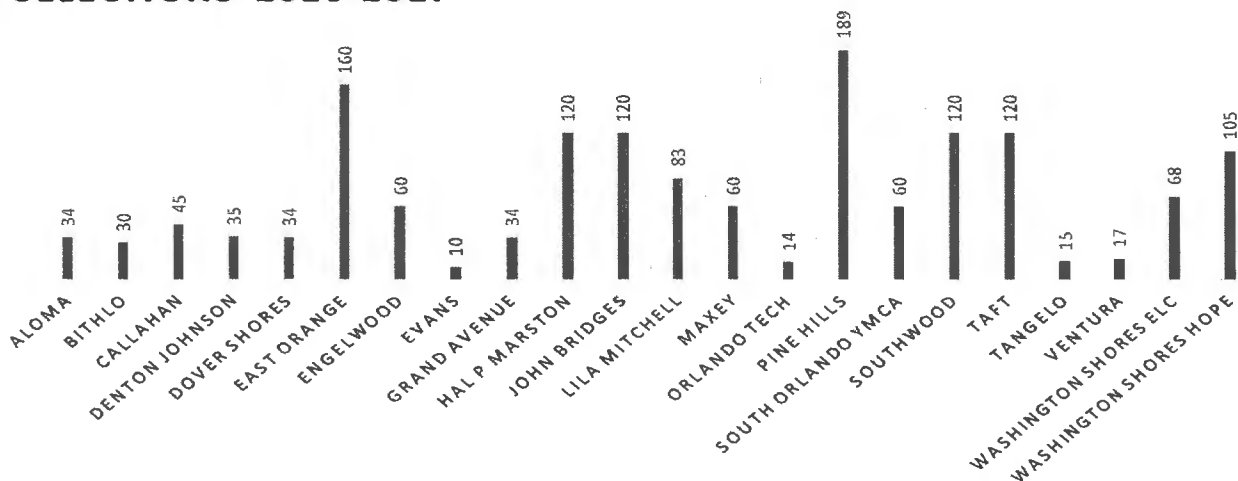
#### Eligibility Applications completed by site



### SELECTION 2016-2017

Selections by July 2016

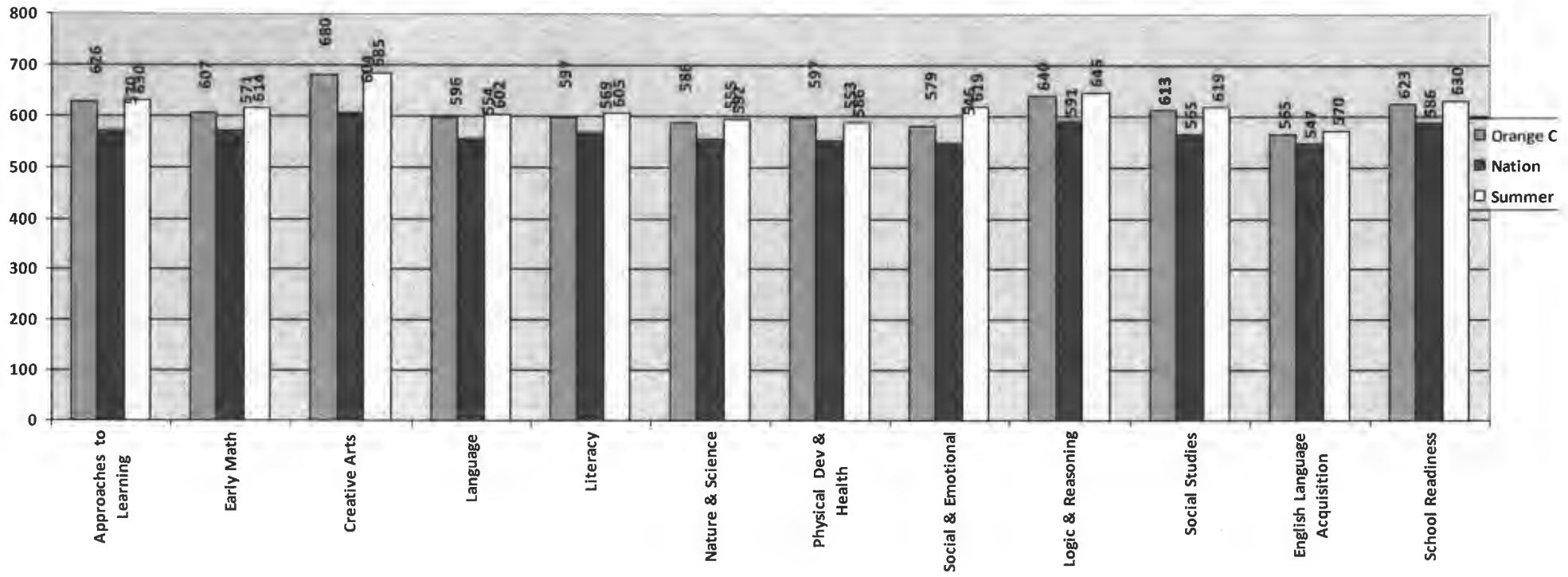
#### SELECTIONS 2016-2017



## RECRUITMENT EFFORTS PER SITE 2016-2017

Site	# Recruitment Efforts	Summary
Aloma	0	
Bithlo	0	
Callahan	0	
Denton Johnson	0	
Dover Shores	0	
East Orange	0	
Engelwood	0	
Evans	0	
Grand Avenue	0	
Hal P Marston	0	
John Bridges	0	
Lila Mitchell	0	
Maxey	0	
Orlando Tech	0	
Pine Hills	0	
South Orlando YMCA	0	
Southwood	0	
Taft	0	
Tangelo	0	
Ventura	0	
Washington Shores ELC	0	
Washington Shores Hope	0	

Orange County Head Start  
 Child Outcomes  
 4 year olds  
 School Year 8/24/16/13/16  
 Summer 6/13/16-7/22/16





No Cost  
Tuition\*

\*Cost of books and testing may apply.

This material was funded in whole by a \$9.9 MTAACCT grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor makes no guarantee, warranty, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites, and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.

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### **OSHA 30-Hour Training for the Construction Industry**

#### **Introduction to OSHA – 2 Hours**

- ★ History of OSHA
- ★ Worker Rights Under OSHA
- ★ Employer Responsibilities Under OSHA
- ★ OSHA Standards
- ★ OSHA Inspections
- ★ Where To Go For Help
- ★ Lesson Review

#### **Construction Focus Four: Fall Hazards – 2 Hours**

- ★ What Is a Hazard?
- ★ Major Types of Fall Hazards in Construction
- ★ Protecting Yourself from Fall Hazards
- ★ Employer Requirements to Protect Workers from Fall Hazards
- ★ Lesson Review

#### **Construction Focus Four: Electrocution Hazards – 1.5 Hours**

- ★ What is an Electrocution Hazard?
- ★ Major Types of Electrocution Hazards
- ★ Protecting Yourself from Electrocution Hazards
- ★ Employer Responsibilities
- ★ Lesson Review

#### **Construction Focus Four: Struck-By Hazards – 1.5 Hours**

- ★ What is a Struck-By Hazard?
- ★ Major Types of Struck-By Hazards in Construction
- ★ Protecting Yourself from Struck-By Hazards
- ★ Employer Requirements
- ★ Lesson Review

#### **Construction Focus Four: Caught-In/Between Hazards – 1 Hour**

- ★ What is a Caught-In/Between Hazard?
- ★ Major Types of Caught-In/Between Hazards
- ★ Protecting Yourself from Caught-In/Between Hazards
- ★ Employer Requirements
- ★ Lesson Review

## **OSHA 30-Hour Training for the Construction Industry**

### **Fire Protection and Prevention – 1.5 Hours**

- ★ Fire Prevention Introduction
- ★ Fire Tetrahedron and the Principles of Fire
- ★ Fire Protection
- ★ Fire Prevention and Storage
- ★ Safe Product Use & Hazard Avoidance
- ★ Common Fire Hazards
- ★ Review

### **Welding and Cutting – 1 Hour**

- ★ Welding & Cutting Introduction
- ★ Arc Welding & Cutting
- ★ Fire Prevention
- ★ Preservative Coatings
- ★ Review

### **Scaffolds – 1.5 Hours**

- ★ Scaffolds Introduction
- ★ Common Hazards
- ★ Scaffolding Types & Requirements
- ★ Suspended Scaffolds
- ★ Responsible Persons
- ★ Aerial Lifts
- ★ Training Requirements
- ★ Review

### **Cranes – 1.5 Hours**

- ★ Cranes Introduction
- ★ Specific Crane Type Regulations
- ★ Crane or Derrick Personnel Platforms
- ★ Helicopter Cranes
- ★ General Requirements for Hoists and Elevators
- ★ Common Hazards
- ★ Review

### **Excavations – 2 Hours**

- ★ Excavations Introduction
- ★ Specific Excavation Requirements
- ★ Soil Classification
- ★ Protective Systems
- ★ Sloping & Benching
- ★ Shoring & Shielding
- ★ Excavation Hazards
- ★ Review





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



1768 East Michigan Street  
Orlando, FL 32806  
July 21, 2016

**Call to Order by:** Dexter Nelson, Chairperson 6:51 p.m.

**Roll Call by:** Charmaine Jobson – Representative, East Orange  
Chairperson Nelson stated a quorum was established.

<b><u>Name</u></b>	<b><u>Center</u></b>	<b><u>Classification</u></b>
Charmaine Jobson	East Orange	Representative
Wilhere Philistin	Evans	Representative
Jacqueline Eugene	Hal P. Marston	Representative
Luz Martinez	Taft	Representative
Tonette Vance	Washington Shores/ELC	Representative
Dexter Nelson	Community Rep	Past Parent/Chairman
Jeneka Lloyd	Community Rep	Past Parent/Vice Chair
Victoria Siplin	Community Rep	Commissioner
Shantara Gibson	4C	Community Rep

<b><u>Excused</u></b>		
Abigail Soriano	Southwood	Representative

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

<b><u>Child Care Staff</u></b>		
Polly Boulter	WS @ the Hope	Teacher Assistant
Sonja Austin	WS @ the Hope	Teacher Assistant

<b><u>Absent</u></b>		
Crystal Ortiz	Engelwood	Representative
Wilhere Philistin	Evans	Representative
Shamika Sears	John Bridges	Representative

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

**Chairperson Nelson requested a motion to adopt the agenda with changes**

**Add under New Business D. Vacancy**

Motion: Jeneka Lloyd, Vice Chair

Seconded: Charmaine Jobson, Representative, East Orange

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

**No Speakers**

**Secretary Report and review of minutes**

**Chairperson Nelson requested a motion to approve the minutes from June 16, 2016 with the following changes: Dexter Nelson was absent, Victoria Siplin was absent, Tina Wells served as Victoria Siplin's alternate**

Motion: Jacqueline Eugene, Representative, Hal P. Marston

Seconded: Jeneka Lloyd, Vice Chairperson

Status: The motion was carried with no objections

## **HR Report**

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

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

Motion: Tonette Vance, Representative, Washington Shores/ELC  
Seconded: Jacqueline Eugene, Representative, Hal P. Marston  
Status: The motion was carried with no objections

**Budget Report** delivered by Charmaine Jobson, Treasurer

USDA report 91% of budget has been used in this area; reason is the vacancies and outstanding bills.

Question was asked why the amount used in June was higher than the previous month when school was out in June. Milagros answered that the May bills were paid in June.

**Head Start Division Manager Report: No report this month**

Helen Hill reminded the group about the Pre-Service conference August 1 – 4, 2016 at the Orange County Convention Center and all Policy Council members are invited to attend to get a glimpse of the training the staff goes through.

**Commissioner Siplin Liaison Report**

- Last weekend Commissioner Siplin had over 200 attend sealing and expungement workshop. Attendees received information and appointed attorneys saving them over 1,500.00 towards clearing their records
- Next week at Evans will be a back to school event school supply giveaway.
- A Caribbean help center is in the works in next year's budget to help the Caribbean community. It will be located on Colonial Drive and Powers.
- Wants parents to be aware of what the different Elementary, Middle, and High Schools have to offer. They can apply to different magnet schools. Partnering with OCPS would improve educating our parents to make better decisions.

**Status of Board of County Commissioners Vote - Helen Hill**

Approval of Head Start requests for filing of the Program Information & Updates and meeting minutes for the official county record. The following have been submitted;

Head Start Policy Council Program Information and Updates May 2016

Head Start Policy Council Meeting Minutes April 21, 2016

**Service Area Reports:**

- Education Report by Vidya Deonarine, Curriculum Specialist
- Health, Nutrition, Mental Health & Disabilities Report by Milagros Font

- PFCE Report by Colette Thomas

#### **Old Business**

- Changing of the Guard will be September 15, 2016. Training will be September 10, 2016 at Pine Hills Community Center.

#### **New Business:**

- New Sites – Dover Shores Elementary and Ventura Elementary
- Uniforms – Letters went out to parents about the uniforms. This is not mandatory but highly recommended. Shirts may be ordered through their center or parents may purchase red polos and tee shirts from any retailer.
- There is a seat vacated on the Executive Board. Kimberly Melton / Parliamentarian has left the position. Dexter Nelson read the duties of the Parliamentarian from the By-Laws. Charmaine Jobson elected Jacqueline Eugene for the position. She declined the nomination. This position remains vacant.

#### **Public Comment**

None

#### **Chairperson Nelson requested a motion to adjourn the meeting**

Motion: Jacqueline Eugene, Representative, Hal P. Marston

Seconded: Charmaine Jobson, Treasurer

Meeting Adjourned at 7:50

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Date

**NEXT POLICY COUNCIL MEETING  
THURSDAY, AUGUST 18, 2016  
GOV- Great Oaks Village Dining Hall  
1768 E. MICHIGAN STREET  
ORLANDO, FL 32806  
6:30 pm**