Interoffice Memorandum

ORANGE COUNTY GOVERNMENT FLORIDA

AGENDA ITEM

January 10, 2017

TO: Mayor Teresa Jacobs
and
Board of County Commissioners

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

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

SUBJECT: Filing of Head Start Policy Council Program Information and Updates for the Official County Record
CONSENT AGENDA ITEM February 7, 2017

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

Head Start Policy Council Program Information and Updates	December 2016
Head Start Policy Council Meeting Minutes	November 17, 2016

ACTION REQUESTED: **Receipt and filing of Head Start Policy Council Program Information and Updates December 2016 and Head Start Policy Council Meeting Minutes November 17, 2016 for the official county record.**

SH/kp

C: Randy Singh, Assistant County Administrator
Wanzo Galloway, Assistant County Attorney, County Attorney's Office
John Petrelli, Director, Risk Management and Professional Standards
Yolanda Brown, Manager, Fiscal Division, Family Services Department
Jamille 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

Sonya L. Hill
Head Start Division Manager

POLICY COUNCIL

PROGRAM

INFORMATION & UPDATES

DECEMBER 2016

Orange County
Family Services Department
Head Start Division

POLICY COUNCIL MONTHLY MEETING

Who: **Policy Council Members**

Date: **THURSDAY- DECEMBER 15, 2016**

Time: **6:30 PM**

Location: **GOV DINING HALL**
1718 E. Michigan Street
Orlando, FL 32806

Child Care Provided

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

SEE YOU THERE!!!!!

AGENDA

Orange County Government ● Head Start Policy Council ● GOV Dining Hall
1718 E. Michigan Street ● Orlando, Florida 32806

December 15, 2016

MEETING STARTS AT 6:30 p.m.

1. ***Call to Order – Chairperson***
2. ***Roll Call – Secretary***
3. ***Adoption of Agenda***
4. ***Speakers – OCPS***
5. ***Secretary Report***
    a. ***Review of November 17, 2016 Minutes***
6. **Human Resources Report**
7. **Budget Report**
8. **Status of Board of County Commissioners Vote- Helen Hill**
9. **The Head Start Division Requests filing of the:**
    a. **Head Start Policy Council Program Information and Updates for September 2016**
    b. **Head Start Policy Council Program Information and Updates for October 2016**
    c. **Head Start Policy Council meeting minutes for August 18, 2016**
    d. **Head Start Policy Council meeting minutes for September 15, 2016**
10. **Head Start Division Manager's Report – Sonya Hill, Head Start Division Manager**
11. **Commissioner/Commissioner's Liaison Report- Commissioner Victoria Siplin**
12. **Service Area Reports**
13. **Old Business**
    a. **Budget Training**
    b. **Getting Ahead Update**
14. **New Business**
    a. **Abriendo Puertas Graduation**
    b. **Selection Criteria**
    c. **Committee Meetings**
    d. **In-Kind Solicitations**
15. **Public Comment**
16. **Adjourn**

Head Start Budget Summary November 2016

Head Start Budget Summary

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

Unit Name	Current Budget 2016-2017	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	Encumbered	TOTAL Budget YTD	BALANCE	TOTAL YTD
7522 - Education	$10,004,548.00	$419,496.10	$792,765.16											$213,409.94	$1,402,718.77	$8,369,596.86	16%
7525 - Training	$122,891.00	$0.00	$709.95											$0.00	$709.95	$122,181.05	1%
7526 - Disabilities	$507,496.00	$16,359.73	$20,982.65											$108,750.00	$37,342.38	$361,403.62	29%
7527 - Medical/LPN	$288,537.00	$5,937.11	$13,487.21											$15,440.49	$19,434.32	$253,662.19	12%
7521 - Department	$288,537.00	$60,024.00	$91,311.75											$8,725.26	$151,336.72	$1,161,842.02	12%
7528 - Family Svc Work	$10,388,962.00	$51,554.09	$110,823.76											$0.00	$162,378.11	$1,226,583.89	12%
7524 - USDA Services	$15,890,860.00	$14,306.69	$117,234.49											$949,849.32	$131,541.18	$509,469.50	68%
7523 - USDA Admin	$176,600.00	$8,186.00	$11,006.89											$0.00	$19,193.01	$157,406.99	11%

Summary

What does Encumbered mean?

An encumbrance is a portion of the budget set aside for spending on a contract or purchase order over a set of time. A great example is our electric bill. Although this is billed monthly, we have set aside the money in advance (beginning of the fiscal year) to pay for this service throughout the year. Encumbering helps the billing cycle and ensure funds are available for payment.

Encumbrance to date:

Education Account 7522 - Nutritional Counseling Services, Center Insurance Coverage, Mulch for East Orange's new playground, Duke Energy, Specialty Underwriters (Maintenance Agreement), Brighthouse, Mobile Modular (Classrooms).

Disabilities 7526 – Kinder Konsulting (Behavioral Services), UCP of Central Florida (Occupational, Physical and Speech Therapy)

Medical/LPN 7527 – Supplemental Health Care (Licensed Practical Nurses), Community Health Centers and Health Care for the Homeless (Dental Exams and Services)

Department 7521 – Century Link (Internet)

USDA Services 7524 – Second Harvest Food Bank & Orange County Public Schools (Children's Meals)

7521 BUDGET (Headstart Services)	$288,537.00
ACTUAL SPENT	$74,894.23
DIFFERENCE (over/under budget)	$213,642.77

1000 - 1999			
1120 - Regular Salaries & Wages	$195,699.00	$45,559.81	$150,139.19
1140 - Overtime	$7,000.00	$500.18	$6,499.82
			$0.00
			$0.00
			$0.00
Total	$202,699.00	$46,059.99	$156,639.01

2000 - 2999			
2110 - Fica Taxes	$63,093.00	$3,367.74	$59,725.26
2120 - Retirement Contribution	$62,025.00	$3,570.49	$58,454.51
2130 - Life & Health Insurance	$173,400.00	$7,026.75	$166,373.25
2131 - HAS Contribution	$1,800.00	$0.00	$1,800.00
2200 - Payments to OPEB Trust	$7,892.00	$0.00	$7,892.00
			$0.00
			$0.00
			$0.00
Total	$308,210.00	$13,964.98	$294,245.02

3000 - 3999			
3125 - Indirect Costs	$106,329.00	$0.00	$106,329.00
3410 - Local Travel	$1,000.00	$0.00	$1,000.00
3510 - Postage & Messenger Services	$2,000.00	$0.00	$2,000.00
3530 - Toll Charges	$150.00	$0.00	$150.00
3610 - Rental of Equipment	$5,600.00	$2,846.76	$2,753.24
3720 - Communications	$3,000.00	$0.00	$3,000.00
3820 - Mainenance of Equipment	$2,567.00	$5,878.50	-$3,311.50
3910 - Graphic Reprod. Services	$8,800.00	$0.00	$8,800.00
			$0.00
			$0.00
Total	$129,446.00	$8,725.26	$120,720.74

4000 - 4999			
4010 - Dues and Memberships	$9,395.00	$0.00	$9,395.00
4110 - Office Supplies	$14,500.00	$6,144.00	$8,356.00
4115 - Miscellaneous Operaitng Supplies	$3,000.00	$0.00	$3,000.00
4120 - Software < 1000	$1,500.00	$0.00	$1,500.00
4121 - Computer Equipment < $1000	$1,020.00	$0.00	$1,020.00
4123 - Equipment < $1000	$5,000.00	$0.00	$5,000.00
4112 Promotional Expenses	$5,000.00	$0.00	$5,000.00
4418 - Educational Assist. Program	$1,000.00	$0.00	$1,000.00
4422 - Scholarships -Awards - Benefits	$559.00	$0.00	$559.00
4482 - Self Insur. Property/casualty	$11,480.00	$0.00	$11,480.00
			$0.00
			$0.00
			$0.00
Total	$52,454.00	$6,144.00	$46,310.00

5000 - 5999			
			$0.00
			$0.00
			$0.00
Total	$0.00	$0.00	$0.00

6000 - 6999			
			$0.00
			$0.00
			$0.00
Total	$0.00	$0.00	$0.00

7522 Budget Planner

7522 BUDGET (Headstart Services)	
ACTUAL SPENT	
DIFFERENCE (over/under budget)	

[illegible]	[illegible]	[illegible]	[illegible]
1120 - Regular Salaries & Wages	$5,560,633.00	$412,416.68	$5,148,216.32
1130 - Other Salaries & Wages	$75,900.00	$6,091.83	$69,808.17
1140 - Overtime	$10,000.00	$371.52	$9,628.48
			$0.00
			$0.00
			$0.00
Total	$5,646,533.00	$418,880.03	$5,227,652.97

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

[illegible]	[illegible]	[illegible]	[illegible]
3167 - Payments to Other Government	$8,000.00	$100.00	$7,900.00
3170 - Janitorial Service and Supply	$20,000.00	$1,295.46	$18,704.54
3192 - Software Licensing/Support Fee	$43,890.00	$0.00	$43,890.00
3195 - Contract Services Medica	$23,500.00	$0.00	$23,500.00
3197 - Contract Svcs Not Oth Speicifed	$16,500.00	$0.00	$16,500.00
3350 - Other Insurance & Bonds	$11,000.00	$0.00	$11,000.00
3410 - Local Travel	$10,000.00	$0.00	$10,000.00
3530 - Toll Charges	$500.00	$0.00	$500.00
3540 - Rental of Equipment	$11,000.00	$0.00	$11,000.00
3620 - Leases- Bldgs and Structures	$150,172.00	$11,382.90	$138,789.10
3710 - Utilities	$40,000.00	$5,680.13	$34,319.87
3720 - Communications	$45,000.00	$0.00	$45,000.00
3810- Maint of Bldg Imp & Grounds	$100,000.00	$3,777.50	$96,222.50
3820 - Maintenance of Equipment	$35,000.00	$8,430.60	$26,569.40
3823 - Computer Maintenance	$4,500.00	$0.00	$4,500.00
3910 - Graphic Reproduction Services	$10,000.00	$0.00	$10,000.00
3825 - Internal Fleet Management Charges	$43,000.00	$0.00	$43,000.00
			$0.00
			$0.00
Total	$572,062.00	$30,666.59	$541,395.41

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

[illegible]	[illegible]	[illegible]	[illegible]
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
Total	$0.00	$0.00	$0.00

[illegible]	[illegible]	[illegible]	[illegible]
6310 - Struct and Fac Other than Bldg	$25,250.00	$0.00	$25,250.00
6410 - Equipment	$49,750.00	$0.00	$49,750.00
6438 - Computer Equipment	$4,500.00	$0.00	$4,500.00
6420 - Rolling Stock	$25,000.00	$0.00	$25,000.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
Total	$104,500.00	$0.00	$104,500.00

7523 Budget Planner

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

1000 - 2999			
1120 - Regular Salaries & Wages	$114,615.00	$6,553.40	$108,061.60
			$0.00
			$0.00
			$0.00
Total	$114,615.00	$6,553.40	$108,061.60

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

3000 - 3999			
3125 - Indirect Costs	$6,543.00	$0.00	$6,543.00
3410 - Local Travel	$1,000.00	$0.00	$1,000.00
3530 - Toll Charges	$30.00	$0.00	$30.00
3820 - Maintenance of Equipment	$500.00	$0.00	$500.00
			$0.00
Total	$8,073.00	$0.00	$8,073.00

4000 - 4999			
4110 - Office Supples	$700.00	$0.00	$700.00
4418 - Educational Assist. Program	$500.00	$0.00	$500.00
4482 - Self Insurance Property/ Casualty	$3,100.00	$0.00	$3,100.00
			$0.00
			$0.00
Total	$4,300.00	$0.00	$4,300.00

5000 - 5999			
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
Total	$0.00	$0.00	$0.00

6000 - 6999			
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
Total	$0.00	$0.00	$0.00

7524 Budget Planner

7524 BUDGET (USDA SERVICES)	
ACTUAL SPENT	
DIFFERENCE (over/under budget)	

1000 - 1999			
1120 - Regular Salaries & Wages	$161,794.00	$9,211.80	$152,582.20
			$0.00
			$0.00
			$0.00
Total	$161,794.00	$9,211.80	$152,582.20

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

3000 - 3999			
3170 - Janitorial Svc & Supply	$1,000.00	$0.00	$1,000.00
			$0.00
			$0.00
Total	$1,000.00	$0.00	$1,000.00

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

5000 - 5999			
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
Total	$0.00	$0.00	$0.00

6000 - 6999			
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
Total	$0.00	$0.00	$0.00

7525 Budget Planner

7525 BUDGET (Training)	$288,537.00
ACTUAL SPENT	$5,937.11
DIFFERENCE (over/under budget)	$282,599.89

[illegible]			
[illegible]			
			$132,770.60
			$1,000.00
Total	$0.00	$0.00	$133,770.60

[illegible]			
[illegible]			
	$0.00	$0.00	#VALUE!
			#VALUE!
Total	$0.00	$0.00	#VALUE!

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[illegible]			
3185 - Contractural Service - Training	$11,070.00	$0.00	$11,070.00
3420- Out of County Travel	$17,700.00	$0.00	$17,700.00
3610 - Rental of Equipment	$1,000.00	$0.00	$1,000.00
3620 - Leases -Bldgs & Stuructures	$2,000.00	$0.00	$2,000.00
3910 - Graphics Reprod.Services	$1,000.00	$0.00	$1,000.00
			$0.00
			$0.00
			$0.00
Total	$32,770.00	$0.00	$32,770.00

4000 - [illegible]			
[illegible]			
4020 - Books, CDs, Videos & Subscriptions	$1,000.00	$0.00	$2,000.00
4030 - Training and Educational Costs	$68,550.00	$0.00	$5,000.00
4040 -License and Certification fees	$1,000.00	$0.00	$2,000.00
4110- Office Supplies (Excluding printing)	$2,771.00	$0.00	$2,000.00
4115 - Miscelaneous Operating Supplies	$2,000.00	$0.00	$10,000.00
4116 - Event Meal Reimbursments	$4,500.00	$0.00	$500.00
4418- Educational Assist. Program	$10,300.00	$0.00	$900.00
			$0.00
			$0.00
			$0.00
Total	$90,121.00	$0.00	$22,000.00

[illegible]			
[illegible]			
			$0.00
			$0.00
			$0.00
Total	$0.00	$0.00	$0.00

[illegible]			
[illegible]			
			$0.00
			$0.00
			$0.00
Total	$0.00	$0.00	$0.00

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

1000 - 1999			
1120 - Regular Salaries & Wages	$202,556.00	$12,227.60	$190,328.40
1130 - Other Salaries & Wages	$30,000.00	$0.00	$30,000.00
1140– Overtime (Lourdes Ramos 10/22 -Eergency)	$0.00	$60.10	-$60.10
			$0.00
Total	$232,556.00	$12,287.70	$220,268.30

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

[illegible]			
3195 - Contract Services Medica	$57,000.00	$0.00	$57,000.00
3275 -** Medical Services	$120,000.00	$0.00	$120,000.00
3410 - Local Travel	$5,000.00	$0.00	$5,000.00
3720 - Communications	$1,250.00	$0.00	$1,250.00
			$0.00
Total	$183,250.00	$0.00	$183,250.00

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

50[illegible] - [illegible]95			
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
Total	$0.00	$0.00	$0.00

[illegible]			
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
Total	$0.00	$0.00	$0.00

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

1000 - [illegible]			
[illegible]	[illegible]	[illegible]	[illegible]
1120 - Regular Salaries & Wages	$137,357.00	$4,586.40	$132,770.60
1140 - Overtime	$1,000.00	$0.00	$1,000.00
			$0.00
			$0.00
			$0.00
Total	$138,357.00	$4,586.40	$133,770.60

2000 - [illegible]			
[illegible]	[illegible]	[illegible]	[illegible]
2110 - FICA Taxes	$10,508.00	$339.41	$10,168.59
2120 - Retirement Contribution	$9,972.00	$334.90	$9,637.10
2130 - Life and Insurance	$40,800.00	$676.40	$40,123.60
2131 - HAS. Contribution	$400.00	$0.00	$400.00
			$0.00
			$0.00
Total	$61,680.00	$1,350.71	$60,329.29

3000 - 3999			
[illegible]	[illegible]	[illegible]	[illegible]
3195 - Contract Services Medical	$17,500.00	$0.00	$17,500.00
3179 - Contract Service - Employmt. Agent	$10,000.00	$0.00	$10,000.00
3197 - Contract Svcs Not Oth Specified	$30,000.00	$0.00	$30,000.00
3410 - Local Travel	$4,000.00	$0.00	$4,000.00
3720 - Communications	$5,000.00	$0.00	$5,000.00
			$0.00
			$0.00
			$0.00
Total	$66,500.00	$0.00	$66,500.00

4000 - 4999			
[illegible]	[illegible]	[illegible]	[illegible]
4110 - Office Supplies	$2,000.00	$0.00	$2,000.00
4115 - Miscellaneous Operating Supplies	$5,000.00	$0.00	$5,000.00
4121 - Computer Equipment < $1000	$2,000.00	$0.00	$2,000.00
4123 - Equipment < $1000	$2,000.00	$0.00	$2,000.00
4143 - Medical & Surgical	$10,000.00	$0.00	$10,000.00
4418 - Educational Assist. Program	$500.00	$0.00	$500.00
4450 - Parent Activity Fund	$500.00	$0.00	$500.00
			$0.00
			$0.00
			$0.00
Total	$22,000.00	$0.00	$22,000.00

5000 - 5999			
[illegible]	[illegible]	[illegible]	[illegible]
			$0.00
			$0.00
			$0.00
Total	$0.00	$0.00	$0.00

6000 - 6999			
[illegible]	[illegible]	[illegible]	[illegible]
			$0.00
			$0.00
			$0.00
Total	$0.00	$0.00	$0.00

7528 Budget Planner

7528 BUDGET (Family Service Work)	$1,388,962.00
ACTUAL SPENT	$51,554.09
DIFFERENCE (over/under budget)	$1,337,407.91

1000 - 1999			
1120 - Regular Salaries & Wages	$933,988.00	$37,889.23	$896,098.77
1130 - Other Salaries & Wages	$10,000.00	$0.00	$10,000.00
1140 - Overtime	$5,000.00	$49.68	$4,950.32
			$0.00
			$0.00
			$0.00
Total	$948,988.00	$37,938.91	$911,049.09

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

3000 - 3999			
3410 - Local Travel	$5,000.00	$0.00	$5,000.00
3720 - Communications	$8,000.00	$0.00	$8,000.00
			$0.00
			$0.00
Total	$13,000.00	$0.00	$13,000.00

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

5000 - 5999			
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
Total	$0.00	$0.00	$0.00

6000 - 6999			
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
Total	$0.00	$0.00	$0.00

FUND: 7007 DEPT: 062 UNIT: 7521

	OBJECT	APPR	OBJECT NAME	CURRENTBUDGET	NOV
1	1120	8FA	REGULAR SALARIES and WAGES	824,794.00	64,850.86
	1130	8FA	OTHER SALARIES and WAGES	.00	198.83
	1140	8FA	OVERTIME	7,000.00	479.66
	2110	8FA	FICA TAXES	63,093.00	4,817.18
	2120	8FA	RETIREMENT CONTRIBUTION	62,025.00	5,063.03
	2130	8FA	LIFE and HEALTH INSURANCE	173,400.00	9,375.50
	2131	8FA	HSA/FSA CONTRIBUTION	1,800.00	.00
	2200	8FA	PAYMENTS TO OPEB TRUST	7,892.00	.00
OBJECT CATEGORY 1				1,140,004.00	84,785.06
2	3125	8FB	INDIRECT COSTS	106,329.00	.00
	3410	8FC	LOCAL TRAVEL	1,000.00	.00
	3510	8FC	POSTAGE and MESSENGER SVCS	2,000.00	.00
	3530	8FC	TOLL CHARGES	150.00	.00
	3610	8FC	RENTAL OF EQUIPMENT	5,600.00	.00
	3720	8FC	COMMUNICATIONS	3,000.00	382.69
	3820	8FC	MAINTENANCE OF EQUIPMENT	2,567.00	.00
	3910	8FC	GRAPHIC REPROD SVCS	8,800.00	.00
	4010	8FC	DUES and MEMBERSHIPS	9,395.00	6,144.00
	4020	8FC	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRII	1,500.00	.00
	4110	8FC	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	13,000.00	.00
	4115	8FC	MISCELLANEOUS OPERATING SUPPLIES	3,000.00	.00
	4120	8FC	SOFTWARE < $1000	1,500.00	.00
	4121	8FC	COMPUTER EQUIPMENT LESS THAN $500	1,020.00	.00
	4123	8FC	EQUIPMENT LESS THAN $1000	5,000.00	.00
	4412	8FC	PROMOTIONAL EXPENSES	5,000.00	.00
	4418	8FC	EDUCATIONAL ASSISTANCE PROGRAM	1,000.00	.00
	4422	8FC	SCHOLARSHIPS,AWARDS,BENEF	559.00	.00
	4482	8FC	SELF INS-PROP CASUALTY	11,480.00	.00
OBJECT CATEGORY 2				181,900.00	6,526.69
*TOTAL UNIT_CD 7521				1,321,904.00	91,311.75

FUND: 7007 DEPT: 062 UNIT: 7522

	OBJECT	APPR	OBJECT NAME	CURRENTBUDGET	NOV
1	1120	8FE	REGULAR SALARIES and WAGES	5,560,633.00	535,528.91
	1130	8FE	OTHER SALARIES and WAGES	75,900.00	11,576.54
	1140	8FE	OVERTIME	10,000.00	1,658.79
	2110	8FE	FICA TAXES	499,559.00	40,080.17
	2120	8FE	RETIREMENT CONTRIBUTION	503,600.00	40,675.75
	2130	8FE	LIFE and HEALTH INSURANCE	1,703,400.00	129,361.80
	2131	8FE	HSA/FSA CONTRIBUTION	29,500.00	.00
	2200	8FE	PAYMENTS TO OPEB TRUST	105,672.00	.00
OBJECT CATEGORY 1				8,488,264.00	758,881.96
2	3167	8FF	PAYMENTS TO OTHER GOVERNMENTAL AGENCIE	8,000.00	.00
	3170	8FF	JANITORIAL SVC and SUPPLY	20,000.00	647.73
	3192	8FF	SOFTWARE LICENSING SUPPORT FEE	43,890.00	.00
	3195	8FF	CONTRACT SERVICES MEDICAL	23,500.00	.00
	3197	8FF	CONTRACTUAL SERVICES NOT OTHERWISE SPEC	16,500.00	.00
	3350	8FF	OTHER INSURANCE and BONDS	11,000.00	12,499.00
	3410	8FF	LOCAL TRAVEL	10,000.00	.00
	3530	8FF	TOLL CHARGES	500.00	42.07
	3610	8FF	RENTAL OF EQUIPMENT	11,000.00	.00
	3620	8FF	LEASES-BUILDINGS/STRUCTURES	150,172.00	5,691.45
	3710	8FF	UTILITIES	40,000.00	2,439.37
	3720	8FF	COMMUNICATIONS	45,000.00	1,618.67
	3810	8FF	MAINTENANCE OF BUILDINGS, IMPROVEMENTS, A	100,000.00	1,888.75
	3820	8FF	MAINTENANCE OF EQUIPMENT	35,000.00	.00
	3823	8FF	MAINTENANCE OF COMPUTER EQUIPMENT	4,500.00	.00
	3825	8FD	INTERNAL FLEET MANAGEMENT CHARGES	43,000.00	.00
	3910	8FF	GRAPHIC REPROD SVCS	10,000.00	.00
	4020	8FF	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRII	20,000.00	.00
	4110	8FF	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	25,000.00	.00
	4115	8FF	MISCELLANEOUS OPERATING SUPPLIES	75,000.00	.00
	4116	8FF	EVENT/MEAL REIMBURSEMENTS	3,000.00	.00
	4120	8FF	SOFTWARE < $1000	12,609.00	.00
	4121	8FF	COMPUTER EQUIPMENT LESS THAN $500	54,580.00	.00
	4123	8FF	EQUIPMENT LESS THAN $1000	25,000.00	.00
	4135	8FF	FOODandDIETARY	282,788.00	7,806.16
	4175	8FF	CLOTHING AND WEARING APPAREL	100.00	.00
	4195	8FF	MISC SUPPLIES OR EXPENSES	10,000.00	.00
	4412	8FF	PROMOTIONAL EXPENSES	16,625.00	.00
	4418	8FF	EDUCATIONAL ASSISTANCE PROGRAM	5,000.00	1,250.00

4440	8FF	IMPROVEMTS TO NON-COUNTY ASSETS	5,784.00	.00
4450	8FF	PARENT ACTIVITY FUND	9,216.00	.00
4452	8FF	FIELD TRIPS-HEAD START	15,360.00	.00
4482	8FD	SELF INS-PROP CASUALTY	279,660.00	.00
6310	8FD	STRUCT and FAC OTH TH BLDGS	25,250.00	.00
6410	8FD	EQUIPMENT	49,750.00	.00
6420	8FD	ROLLING STOCK	25,000.00	.00
6438	8FD	COMPUTER EQUIPMENT > $500	4,500.00	.00
OBJECT CATEGORY 2			1,516,284.00	33,883.20
*TOTAL UNIT_CD 7522			10,004,548.00	792,765.16

FUND: 7007 DEPT: 062 UNIT: 7525

	OBJECT	APPR	OBJECT NAME	CURRENTBUDGET	NOV
2	3185	8FH	CONTRACT SVC-TRAINING	11,070.00	.00
	3420	8FH	OUT OF COUNTY TRAVEL	17,700.00	709.95
	3610	8FH	RENTAL OF EQUIPMENT	1,000.00	.00
	3620	8FH	LEASES-BUILDINGS/STRUCTURES	2,000.00	.00
	3910	8FH	GRAPHIC REPROD SVCS	1,000.00	.00
	4020	8FH	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRII	1,000.00	.00
	4030	8FH	TRAINING AND EDUCATIONAL COST	68,550.00	.00
	4040	8FH	LICENSE AND CERTIFICATION FEES	1,000.00	.00
	4110	8FH	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	2,771.00	.00
	4115	8FH	MISCELLANEOUS OPERATING SUPPLIES	2,000.00	.00
	4116	8FH	EVENT/MEAL REIMBURSEMENTS	4,500.00	.00
	4418	8FH	EDUCATIONAL ASSISTANCE PROGRAM	10,300.00	.00
OBJECT CATEGORY 2				122,891.00	709.95
*TOTAL UNIT_CD 7525				122,891.00	709.95

FUND: 7007 DEPT: 062 UNIT: 7526

	OBJECT	APPR	OBJECT NAME	CURRENTBUDGET	NOV
1	1120	8FI	REGULAR SALARIES and WAGES	202,556.00	15,576.97
	1130	8FI	OTHER SALARIES and WAGES	30,000.00	.00
	1140	8FI	OVERTIME	.00	.00
	2110	8FI	FICA TAXES	15,494.00	1,097.13
	2120	8FI	RETIREMENT CONTRIBUTION	15,232.00	1,171.41
	2130	8FI	LIFE and HEALTH INSURANCE	40,800.00	3,039.04
	2131	8FI	HSA/FSA CONTRIBUTION	600.00	.00
	2200	8FI	PAYMENTS TO OPEB TRUST	1,754.00	.00
OBJECT CATEGORY 1				306,436.00	20,884.55
2	3195	8FK	CONTRACT SERVICES MEDICAL	57,000.00	.00
	3275	8FK	MEDICAL SVCS	120,000.00	.00
	3410	8FK	LOCAL TRAVEL	5,000.00	.00
	3720	8FK	COMMUNICATIONS	1,250.00	98.10
	4020	8FK	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRII	5,000.00	.00
	4110	8FK	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	3,000.00	.00
	4115	8FK	MISCELLANEOUS OPERATING SUPPLIES	3,750.00	.00
	4418	8FK	EDUCATIONAL ASSISTANCE PROGRAM	1,000.00	.00
	4482	8FK	SELF INS-PROP CASUALTY	5,060.00	.00
OBJECT CATEGORY 2				201,060.00	98.10
*TOTAL UNIT_CD 7526				507,496.00	20,982.65

FUND: 7007 DEPT: 062 UNIT: 7527

	OBJECT	APPR	OBJECT NAME	CURRENTBUDGET	NOV
1	1120	8FV	REGULAR SALARIES and WAGES	137,357.00	9,145.89
	1140	8FV	OVERTIME	1,000.00	.00
	2110	8FV	FICA TAXES	10,508.00	676.81
	2120	8FV	RETIREMENT CONTRIBUTION	9,972.00	687.78
	2130	8FV	LIFE and HEALTH INSURANCE	40,800.00	1,352.80
	2131	8FV	HSA/FSA CONTRIBUTION	400.00	.00
OBJECT CATEGORY 1				200,037.00	11,863.28
2	3179	8FW	CONTRACT SVC EMPLOY AGENT	10,000.00	1,553.75
	3195	8FW	CONTRACT SERVICES MEDICAL	17,500.00	.00
	3197	8FW	CONTRACTUAL SERVICES NOT OTHERWISE SPE(	30,000.00	.00
	3410	8FW	LOCAL TRAVEL	4,000.00	.00
	3720	8FW	COMMUNICATIONS	5,000.00	69.19
	4110	8FW	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	2,000.00	.00
	4115	8FW	MISCELLANEOUS OPERATING SUPPLIES	5,000.00	.00
	4121	8FW	COMPUTER EQUIPMENT LESS THAN $500	2,000.00	.00
	4123	8FW	EQUIPMENT LESS THAN $1000	2,000.00	.99
	4143	8FW	MEDandSURG SUPPLIES	10,000.00	.00
	4418	8FW	EDUCATIONAL ASSISTANCE PROGRAM	500.00	.00
	4450	8FW	PARENT ACTIVITY FUND	500.00	.00
OBJECT CATEGORY 2				88,500.00	1,623.93
*TOTAL UNIT_CD 7527				288,537.00	13,487.21

FUND: 7007 DEPT: 062 UNIT: 7528

	OBJECT	APPR	OBJECT NAME	CURRENTBUDGET	NOV
1	1120	8FX	REGULAR SALARIES and WAGES	933,988.00	81,654.28
	1130	8FX	OTHER SALARIES and WAGES	10,000.00	.00
	1140	8FX	OVERTIME	5,000.00	730.59
	2110	8FX	FICA TAXES	71,450.00	5,978.41
	2120	8FX	RETIREMENT CONTRIBUTION	67,808.00	6,195.34
	2130	8FX	LIFE and HEALTH INSURANCE	255,000.00	16,044.34
	2131	8FX	HSA/FSA CONTRIBUTION	2,500.00	.00
OBJECT CATEGORY 1				1,345,746.00	110,602.96
2	3410	8FY	LOCAL TRAVEL	5,000.00	.00
	3720	8FY	COMMUNICATIONS	8,000.00	220.80
	4020	8FY	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRII	2,000.00	.00
	4110	8FY	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	7,000.00	.00
	4115	8FY	MISCELLANEOUS OPERATING SUPPLIES	2,000.00	.00
	4121	8FY	COMPUTER EQUIPMENT LESS THAN $500	2,000.00	.00
	4123	8FY	EQUIPMENT LESS THAN $1000	2,000.00	.00
	4412	8FY	PROMOTIONAL EXPENSES	5,000.00	.00
	4418	8FY	EDUCATIONAL ASSISTANCE PROGRAM	1,000.00	.00
	4450	8FY	PARENT ACTIVITY FUND	9,216.00	.00
OBJECT CATEGORY 2				43,216.00	220.80
*TOTAL UNIT_CD 7528				1,388,962.00	110,823.76

FUND: 7406 DEPT: 062 UNIT: 7524

	OBJECT	APPR	OBJECT NAME	CURRENTBUDGET	NOV
1	1120	7FT	REGULAR SALARIES and WAGES	304.00	.00
	1140	7FT	OVERTIME	97.00	.00
	2110	7FT	FICA TAXES	444.00	.00
	2120	7FT	RETIREMENT CONTRIBUTION	4.00	.00
	2130	7FT	LIFE and HEALTH INSURANCE	6,706.00	.00
	2131	7FT	HSA/FSA CONTRIBUTION	.00	.00
	2200	7FT	PAYMENTS TO OPEB TRUST	50.00	.00
OBJECT CATEGORY 1				7,605.00	.00
2	3170	7FU	JANITORIAL SVC and SUPPLY	706.00	.00
	4115	7FU	MISCELLANEOUS OPERATING SUPPLIES	195.00	.00
	4130	7FU	HOUSEHOLD AND KITCHEN SUPPLIES	3,258.00	.00
	4135	7FU	FOODandDIETARY	177,908.00	.00
OBJECT CATEGORY 2				182,067.00	.00
*TOTAL UNIT_CD 7524				189,672.00	.00

FUND: 7407 DEPT: 062 UNIT: 7523

	OBJECT	APPR	OBJECT NAME	CURRENTBUDGET	NOV
1	1120	8FQ	REGULAR SALARIES and WAGES	114,615.00	8,817.60
	2110	8FQ	FICA TAXES	8,767.00	652.89
	2120	8FQ	RETIREMENT CONTRIBUTION	8,619.00	663.10
	2130	8FQ	LIFE and HEALTH INSURANCE	30,600.00	873.30
	2131	8FQ	HSA/FSA CONTRIBUTION	300.00	.00
	2200	8FQ	PAYMENTS TO OPEB TRUST	1,326.00	.00
OBJECT CATEGORY 1				164,227.00	11,006.89
2	3125	8FP	INDIRECT COSTS	6,543.00	.00
	3410	8FR	LOCAL TRAVEL	1,000.00	.00
	3530	8FR	TOLL CHARGES	30.00	.00
	3820	8FR	MAINTENANCE OF EQUIPMENT	500.00	.00
	4110	8FR	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	700.00	.00
	4418	8FR	EDUCATIONAL ASSISTANCE PROGRAM	500.00	.00
	4482	8FR	SELF INS-PROP CASUALTY	3,100.00	.00
OBJECT CATEGORY 2				12,373.00	.00
*TOTAL UNIT_CD 7523				176,600.00	11,006.89

FUND: 7407 DEPT: 062 UNIT: 7524

	OBJECT	APPR	OBJECT NAME	CURRENTBUDGET	NOV
1	1120	8FT	REGULAR SALARIES and WAGES	161,794.00	12,674.99
	2110	8FT	FICA TAXES	12,570.00	913.49
	2120	8FT	RETIREMENT CONTRIBUTION	12,355.00	953.16
	2130	8FT	LIFE and HEALTH INSURANCE	81,600.00	4,984.67
	2131	8FT	HSA/FSA CONTRIBUTION	1,000.00	.00
	2200	8FT	PAYMENTS TO OPEB TRUST	3,536.00	.00
OBJECT CATEGORY 1				272,855.00	19,526.31
2	3170	8FU	JANITORIAL SVC and SUPPLY	1,000.00	.00
	4115	8FU	MISCELLANEOUS OPERATING SUPPLIES	5,436.00	.00
	4130	8FU	HOUSEHOLD AND KITCHEN SUPPLIES	2,005.00	.00
	4135	8FU	FOODandDIETARY	1,305,000.00	97,708.18
	4482	8FU	SELF INS-PROP CASUALTY	4,564.00	.00

OBJECT CATEGORY 2	1,318,005.00	97,708.18
*TOTAL UNIT_CD 7524	1,590,860.00	117,234.49

Interoffice Memoranc

AGENDA ITEM

October 18, 2016

TO: Mayor Teresa Jacobs
and
Board of County Commissioners

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

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

SUBJECT: Filing of Head Start Policy Council Program Information and Updates for the Official County Record
CONSENT AGENDA ITEM November 15, 2016

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

Head Start Policy Council Program Information and Updates	September 2016
Head Start Policy Council Meeting Minutes	August 18, 2016

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

SH/kp

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

Interoffice Memorandum

AGENDA ITEM

November 1, 2016

TO: Mayor Teresa Jacobs
and
Board of County Commissioners

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

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

SUBJECT: Filing of Head Start Policy Council Program Information and Updates for the Official County Record
CONSENT AGENDA ITEM November 29, 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	October 2016
Head Start Policy Council Meeting Minutes	September 15, 2016

ACTION REQUESTED: **Receipt and filing of Head Start Policy Council Program Information and Updates October 2016 and Head Start Policy Council Meeting Minutes September 15, 2016 for the official county record.**

SH/kp

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

ORANGE COUNTY FAMILY SERVICES HEAD START EDUCATION

Recommended Staff Qualifications for hire

1. **Name: Wanda Stanley**
   Position: Teacher assistant
   - **10 year experience volunteer working in Early Childhood Program @ Church**
   - **BA in Psychology w/ 6 hours in childhood courses**
   - **Children book writer participate in outreach programs in community**

2. **Name: Markesha Grays**
   Position: Teacher aide
   - **Over 2 year experience working with young children.**
   - **20 DOE State Mandated Hours**

Verified by Avis McWhite

November 23 2016

Orange County Head Start
Policy Council
Meeting: December 15, 2016
Director's Program Information Update

Local Head Start Information

Orange County Head Start (OCHS) received notification from the Orange County Property Accounting office of the Tangible equipment inventory results. OCHS received 100% compliance of 429 items at a value of $715,409.66.

OCHS completed a program wide Americans With Disabilities Act (ADA) assessment of all Head Start playgrounds. From the results of the assessment, a five year corrective action plan was completed to address the concerns. The project was added to the Orange County Capital Projects program improvement plan. The first year of the project was completed which included sidewalks, playground resurfacing and new playground equipment. The project included Lila Mitchell, South Orlando YMCA, Taft and East Orange. The playgrounds at the aforementioned facilities are considered ADA compliant.

Ventura Head Start, located on the campus of Ventura Elementary, was scheduled to move into the new building on December 9, 2017. Due to issues with the building occupancy certificate, the class will not be relocated until January 2017.

OCHS classrooms will undergo relocation at the following sites; Dover Shores & Englewood due to rebuilds at Orange County Public School.

Region IV Head Start Updates:

Orange County Head Start requested a Grant Extension to grant 04CH010230 to the Region IV Office of Head Start. The request was needed to properly close out all invoices associated with projects that were completed with Cost of Living Adjustment (COLA) funds.

Region IV Training & Technical Assistance MEGA training conference will be held December 13-15, 2016.

- Orange County Head Start will send four staff to the training. The training will focus on Parent, Family & Community Engagement, Measuring Data and Managing Comprehensive Health services for Head Start children

National Head Start Updates:

The Aligned Monitoring Virtual Expo was open on Monday December 5, 2016.

- The Office of Head Start provided programs with a virtual expo of the ERSEA (Eligibility, Recruitment, Selection, Enrollment & Attendance) monitoring protocol and the CLASS (Classroom Assessment Scoring System) protocol; the tools that will be used by the independent consultants that conduct the program Federal Monitoring review

The Office of Head Start provided resource information for the Month of December

- Fatherhood Connection –Creating a Welcoming Environment
- National Children's Mental Health Awareness Day Digital Art contest
- Brush Up on Oral Health Newsletter
- Helping Staff & Families-Understand & Use Credit to Achieve Financial Goals

Healthy Active Living Learning Collaborative

- Orange County Head Start received notification from The National Center on Early Childhood Health and Wellness (NCECHW) that 138 applications were submitted. The NCECHW stated that all applications were impressive but only 10 teams were selected. Unfortunately, OCHS was not selected. The program is planning to look for other resources to implement the project.

Interagency Policy Statement on Early Childhood Homelessness

- The U.S. Departments of Health and Human Services, Housing and Urban Development and Education released an interagency policy statement on early childhood homelessness. New research shows infancy is the age at which individuals are most likely to enter shelter or transitional housing in the United States, followed by ages 1 to 5. Homelessness during pregnancy and in the early years is harmful to children's development. The policy statement recommends ways early childhood care, education, and housing providers at the local and state levels can collaborate to better meet the needs of pregnant women and families with young children who are experiencing or at risk of homelessness.
- OCHS provides case management to families identified as homeless but will also working on the following: Expand the recruitment efforts of homeless families, create partnerships with housing agencies, and generate reports that identify homeless families.

The Office of Head Start issued the Notice of Withdrawal of Outdated Policies, Guidance, and Standards due to the new Head Start program performance Standards. OCHS will address this over the next year when updating the policies. The list is attached.

Division Manager Special Activities

- Eligibility, Recruitment, Selection, Enrollment & Attendance (ERSEA) division wide monitoring review for all Family Service Workers
- WiPFLi Conference

NATIONAL CENTER ON
Early Childhood Health and Wellness

Early Childhood National Centers

Thank you for your interest in the National Center on Early Childhood Health and Wellness Healthy Active Living Learning Collaborative. Your application was one of 183 reviewed. All the applications were extremely impressive and we regret we could not fund more than 10 teams. Unfortunately, your application was not chosen for an award.

We encourage you to continue exploring supports and initiatives for healthy active living in your ECE program. Our intention for this project is not to only offer strong support to 10 ECE programs but explore how we may further support *all* ECE programs in the pursuit of healthier, more active children and families. We hope to keep all teams informed of our lessons learned as well as hear from you of your continued pursuit towards excellence.

We wish you much success with your future efforts.

Sincerely,
Florence Rivera, MPH
Manager, Safety and Health Promotion

Stephanie Womack, MPH
Program Manager, Institute for Healthy Childhood Weight

View the web version Go to ECLKC

U.S. Department of Health & Human Services Administration for Children & Families

OFFICE OF HEAD START

Notice of Withdrawal of Outdated Policies, Guidance, and Standards from the Office of Head Start

Program Instructions (PI) and Information Memoranda (IM) that have been superseded by the **Head Start Program Performance Standards (HSPPS)** or are otherwise outdated have been withdrawn. The former HSPPS and withdrawn IMs and PIs are now contained in an **archive**. The materials in the archive remain for historical reference only.

The HSPPS, IMs, and PIs that are currently in effect are posted on the Early Childhood Learning and Knowledge Center (ECLKC) website, under "**Policy and Regulation**."

The PIs and IMs recently withdrawn are listed below.

PIs

PI 15-01	Notice of Proposed Rule Making: Head Start Program Performance Standards
PI 13-02	Hurricane Sandy Emergency Relief Funds
PI 13-01	Sequestration
PI 12-03	Non-Competitive 5-Year Grant Awards
PI 11-04	School Readiness in Programs Serving Preschool Children
PI 11-03	Participation in Your State's Race to the Top Early Learning Challenge Plan
PI 11-01	SF-425 Federal Financial Report Form Replaces SF-269
PI 10-05	Program Governance
PI 10-04	Application Procedures for Locally Designed or Specialized Delivery Models
PI 10-02	Income Eligibility for Enrollment in Head Start and Early Head Start Programs
PI 10-01	FY 2010 Head Start Funding Increase
PI 09-11	ARRA PIR and Enrollment Reporting
PI 09-09	Head Start/Early Head Start Emergency Preparedness Survey
PI 09-08	Fiscal Year (FY) 2009 Program Improvement Funds and One-time T/TA funds
PI 09-06	Head Start Funding Increase
PI 09-05	Criminal Record Checks
PI 09-04	Enrollment of Children with Disabilities
PI 09-03	Provision of Diapers
PI 09-02	Conversion of Part-day Slots to Full-working Day Slots or Sessions
PI-08-06	Monthly Enrollment Reporting
PI 08-01	Head Start FY 2008 Appropriation
PI 07-03	FY 2007 Funding Program
PI-07-02	Standards for Playground Use Zone Safety
PI-07-01	Prior Approval Requirement for Equipment Purchase
PI-06-05	Loans Incurred by Head Start Programs
PI 06-04	Fiscal Year (FY) 2006 Program Improvement Funds
PI 06-03	Head Start Funding
PI-06-03	Oral Health - Revision
PI 06-02	Fiscal Year (FY) 2006 Head Start Funding

PI 04-03	Achieving and Maintaining Full Enrollment
PI 01-01	Applicability of the Fair Labor Standards Act (FLSA) to Head Start and Early Head Start Grantees
PI 96-16	Mediation Procedures for Head Start Grantees, Policy Councils, and Delegate Agencies
PI 95-04	Establishing a Smoke-Free Environment in Head Start Programs: Final Program Instruction

IMs

IM 14-05	Head Start Audit Compliance Supplement
IM 14-02	Federal Oversight of Five Year Head Start Grants
IM 14-01	2013 Head Start Audit Supplement
IM 13-02	Five Year Head Start Project Periods - REVISED
IM 12-07	Supporting Children and Families after Hurricane Sandy
IM 12-06	Hurricane Sandy
IM 12-04	Head Start, Child Care, and Public Libraries: Partnerships to Support Young Children and Their Families
IM 12-03	Consumer Product Safety Commission (CPSC) New Crib Standards
IM 11-05	Early Childhood Education, Financial Stability, and Asset Building Strategies for Families with Young Children
IM 11-03	Statutory Degree and Credentialing Requirements
IM 11-02	Physical Health and Development
IM 11-01	Head Start's Father's Day Communication in Support of Responsible Fatherhood
IM 10-08	Fiscal Year 2011 Monitoring
IM 10-07	Helping Victims of Domestic Violence and Their Children
IM 10-06	Qualifications for Early Head Start Infant and Toddler Center-based staff
IM 10-05	Maternal, Infant, and Early Childhood Home Visiting Program
IM 10-03	Strengthening Head Start and Ensuring Accountability
IM 10-01	Training and Technical Assistance System
IM 09-09	Head Start Emergency Preparedness Manual
IM 09-08	Influenza Preparedness
IM 09-07	Centers of Excellence in Early Childhood
IM 09-06	Safety of Children
IM 09-05	Accessing Professional Medical and Dental Services
IM 09-04	Services to Pregnant Women Participating in Early Head Start
IM 09-02	The 2009 Family Income Guidelines
IM 08-22	A Head Start on Picturing America
IM-08-21	The Importance of Teacher-Child Relationships in Head Start
IM 08-20	Vision Screening Resources
IM 08-19	Automatic Eligibility for Free Meal Benefits Extended to All Children Enrolled in Head Start
IM 08-18	Memorandum of Understanding with Local Entity Responsible for Managing Publicly Funded Preschool Programs
IM 08-17	Dual Language Institute – Funding Support
IM 08-15	Distribution of Public Alert Radios to Head Start Programs
IM 08-14	Invitation to the Office of Head Start National Dual Language Institute: A Time for Action
IM 08-13	I Am Moving I Am Learning
IM 08-12	Statutory Degree and Credentialing Requirements for Head Start Teaching Staff
IM 08-11	Classroom Assessment Scoring System (CLASS®)
IM 08-09	Availability of FY 2008 One-time Training and Technical Assistance Funding
IM 08-08	Partnership with the Environmental Protection Agency
IM 08-07	Lead Screening

IM 08-06	Head Start Risk Management Process
IM 08-03	Head Start Reauthorization: Two new provisions
IM 08-01	Head Start Reauthorization: P.L. 110-134
IM 07-06	Head Start Program Information Report, 2006-2007
IM 07-02	Policy Clarification E-mail Address
IM 07-01	Extension of the Effective Date for Head Start Vehicle Requirements
IM 06-07	E-Rate Discounts Available in Select States–Apply Now!
IM 06-06	Fiscal Year 2007 PRISM Monitoring
IM 06-05	Head Start Transportation Waivers
IM 06-03	Early Childhood Learning and Knowledge Center
IM 06-03	Program Information Report (PIR) Validation Study and Program Review Instrument for Systems Monitoring (PRISM) Re-Review Study
IM 06-02	Extension of the Effective Date for Head Start Vehicle Requirements
IM 06-01	Notice of Proposed Rulemaking on Head Start Transportation
IM 06-01	Transportation Waivers and Effective Date Extensions
IM 05-09	Internet Based Application Submission Using Grants.gov 2003
IM 03-09	Fiscal Assistant, an Online Resource for Financial Management
IM 03-04	Information on Privacy Regulations for the Health Insurance Portability and Accountability Act (HIPAA)
IM 03-02	New Resource Available: Personal Safety for Children: A Guide for Parents
IM 00-22	Child Development Services During Home Visits and Socializations in the Early Head Start Home-Based Program Option
IM 00-12	New Head Start Grant Application Instruction
IM 00-11	Head Start and Labor Unions
IM 00-04	Final Rule - Amendments to Part 1303 Appeal Procedures for Head Start Grantees and Current or Prospective Delegate Agencies
IM 99-10	Improving Head Start Collaboration with Programs Funded through the Child Care and Development Block Grant (CCDBG)
IM 97-14	Head Start Funds and Union Organizing

Please direct any questions about this archive to the **Contact Us** section on the ECLKC.

To explore the current HSPPS, IMs, and PIs, visit **https://eclkc.ohs.acf.hhs.gov/policy**.

View the archive: **https://eclkc.ohs.acf.hhs.gov/archive**.

Office of Head Start (OHS) | 330 C Street, SW | 4th Floor Mary E. Switzer Building| Washington, DC 20201
https://eclkc.ohs.acf.hhs.gov | 1-866-763-6481 | Contact Us

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Monthly Report to Head Start Policy Council

Nutrition: NOVEMBER 2016

Number of meals reimbursed by USDA	**BREAKFAST**	25,319
Number of meals reimbursed by USDA	**LUNCH**	25,886
Number of meals reimbursed by USDA	**SNACK**	21,320
Number of meals reimbursed by USDA		72,525
Number of meals disallowed for reimbursement		98
Number of children evaluated for nutritional concerns		22
Number of children receiving nutritional education and further care		97
Number of monitoring visits to ensure compliance with USDA Regulations		9
Number of monitoring visits requiring a corrective action plan		1
Number of nutritional activities conducted	(NONE, DUE TO SHORT MONTH)	0

MEDICAL/DENTAL MONTHLY REPORT

NOVEMBER 2016

One hundred twenty six (126) new and updated health status evaluations were performed during the month of November 2016.

One hundred fourteen (114) immunization records were evaluated for compliance during the month of November 2016.

Ninety-eight (98) blood test results were reviewed during the month of November 2016.

One hundred ninety-six (196) dental exams were reviewed during the month of November 2016. Out of these, seventy-six (76) children were diagnosed as needing dental treatment. Thirteen (13) children received dental treatment.

Sixty-six (66) parent contacts were initiated regarding health concerns in children during the month of November 2016.

Thirty-eight (38) health action plans were developed and discussed with Head Start staff and parents during the month of November 2016.

Fifteen (15) Physician Medication Orders were received, evaluated, and reviewed with staff. Medication information and administration technique training was provided as needed.

Six (6) trainings were provided to staff.

Thirteen (13) children completed Blood Pressure and Vision screenings.

Sixteen (16) children were evaluated for health concerns.

Twenty-eight (28) center visits were performed to address health issues, observations, and monitoring.

DISABILITIES/MENTAL HEALTH REPORT

NOVEMBER 2016

A total of one hundred fifty (150) children have been enrolled in Head Start with a diagnosed disability from the Local Education Agency (OCPS) since school started last August 2016.

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

A total forty-nine (49) children were evaluated by OCPS/Preschool Diagnostic Intervention Services for disability eligibility since school started last August 2016.

One hundred sixty-nine (169) children were referred to OCHS contracted provider, Kinder Konsulting & Parents Too, Inc. since school started last August 2016.

One hundred two (102) children were receiving mental health services for behavior issues since school started last August 2016. In addition, there were seventy (70) behavior plans developed for enrolled children.

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

One thousand two (1,002) new children completed the screenings for Speech/Language, Socio-emotional, and Developmental.

Sixty-one (61) visits to centers were completed for the month of October 2016 to centers to: provide technical assistance to staff, conduct observations, conduct health screenings, and complete monitoring visits.

Note: Report from 4 Disabilities/Mental Health Coordinators

Orange County Head Start

Parent Family and Community Engagement 2016-2017

Monthly Report: November 2016

- One thousand five hundred fifty one (1551) children were enrolled in the Head Start Program for the month of November 2016.
- Two hundred twenty three (223) children are on the Waiting List 2016-2017.
- Ten (10) Attendance home visits
- Three (3) families received Crisis/Emergency Assistance.
- Twelve (12) parents received Educational Services.
- Four hundred sixty five (465) Health Services Follow ups were done by Community Service Worker.
- Fifty nine (59) families were referred for family services.
- Six hundred thirty one (631) were provided families services
- Twenty five (25) Parent Meetings were held this month. Five hundred thirty three (533) parents attended parents meetings. Sixty one (61) males attended.
- Twelve (12) Fatherhood Activities was held this month. Sixty five (65) fathers attended fatherhood initiatives.
- Twenty (20) Parents Trainings were held this month. Three hundred forty one (341) parents attended Parents Trainings.

Trainings:

- Positive Discipline
- Child Sexual Abuse Prevention
- Open Doors
- Budgeting
- Importance of health records
- School Readiness

ORANGE COUNTY HEAD START 2016-2017

PARENT, FAMILY AND COMMUNITY ENGAGEMENT

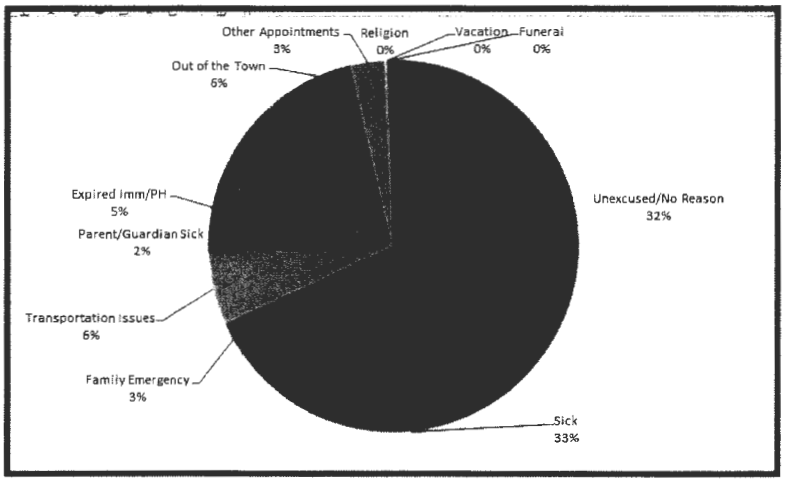
ERSEA REPORT MONTH: November YEAR: 2016

Sites	Funded Enrollment	Monthly Enrollment	10% IEP	Drops YTD	Waiting List	New Applications	Monthly Attendance
Aloma	34	34	3	1	21	0	94%
Bithlo	30	30	3	2	4	0	91%
Callahan	45	45	2	2	5	1	95%
Denton Johnson	35	35	4	5	17	1	93%
Dover Shores	34	34	2	2	4	2	89%
East Orange	160	160	24	13	7	5	91%
Engelwood	60	60	10	7	9	3	88%
Evans	13	13	0	0	3	0	88%
Grand Avenue	34	34	4	2	7	1	88%
Hal P Marston	120	120	5	18	9	4	89%
John Bridges	120	120	15	9	23	1	89%
Lila Mitchell	83	83	11	10	11	3	93%
Maxey	60	60	8	9	2	3	90%
Orlando Tech	14	14	0	2	0	0	96%
Pine Hills	189	189	11	17	18	3	93%
SO YMCA	60	60	5	4	9	3	91%
Southwood	120	120	19	8	20	7	91%
Taft	120	120	15	6	11	1	86%
Tangelo	15	15	0	2	0	1	90%
Ventura	17	17	3	3	11	2	92%
WS ELC	68	68	11	3	16	6	88%
WS Hope	105	105	7	4	15	2	93%
OCHS Total	1536	1536	10%	129	222	49	91%

REASONS OF ABSENCES

November 2016

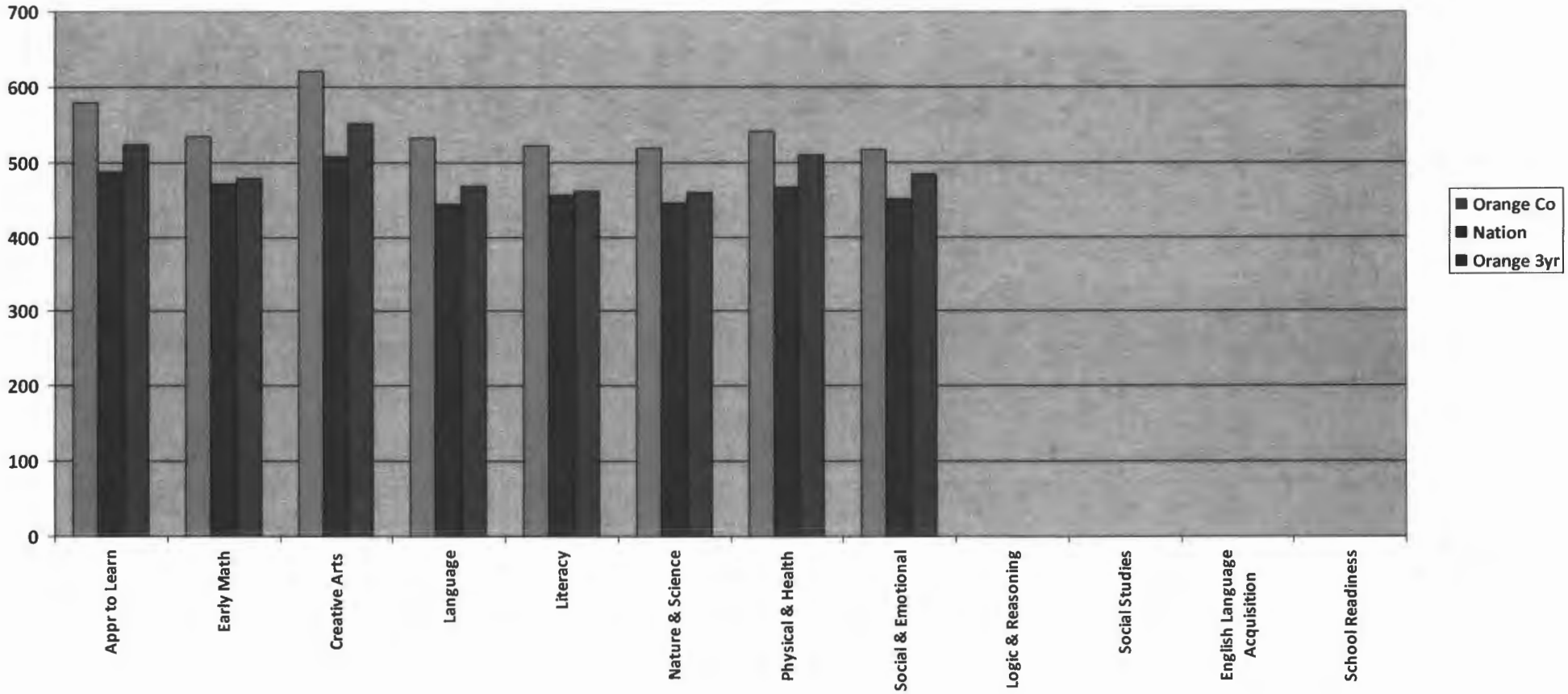
Unexcused	812
Sick	847
Family Emergency	82
Transportation Issues	156
Parent/Guardian Sick	48
Expired Immunizations/PH	111
Dr. Appointments	253
Out of the Town	151
Other Appointments	75
Religion	5
Vacation	5
Funeral	8
Total	2553



RECRUITMENT EFFORTS PER SITE 2016-2017

Site	# Recruitment Efforts	Summary
Aloma		
Bithlo		
Callahan	3	Sunshine Coin Laundry, Silver Coin Laundry, Mama's Homestyle cooking
Denton Johnson	2	Taco Bell, Laundromat
Dover Shores		
East Orange		
Engelwood		
Evans		
Grand Avenue		
Hal P Marston	3	Greenland Suites, Goodwill Orlando Job Connections, Maxwell Terrace
John Bridges		
Lila Mitchell	3	Marina Landings, Trade winds Apartments, Azaret Metrowest
Maxey		
Orlando Tech		
Pine Hills	1	HR Block
South Orlando YMCA		
Southwood		
Taft		
Tangelo		
Ventura		
Washington Shores ELC		
Washington Shores Hope		

Orange County
Head Start
Education Service Area
Child Outcomes
8/15/16 -11/30/16
3year olds, 4 year olds and nation



Orange County Head Start

	Eligibility Priority Selection Criteria 2017-2018	Assigned Points
A	**Age**	
	4 years	95
	3 years	55
B	**Categorically Eligible**	
	Foster Child	**500**
	Homeless (McKinney Vento Act)	**500**
	Income	
	Currently in TANF/SSI benefits (Income Eligible)	100
	0%-25% Poverty Level	100
	26%-50% Poverty Level	75
	51%-75% Poverty Level	50
	76%-100% Poverty Level	25
	100% - 130% Over Income DIAGNOSED DISABLED CHILD ONLY (IEP)	0
	130% - Over Income DIAGNOSED DISABLED CHILD ONLY (IEP)	0
	100% - 130%= Over Income – NO Disability	0
	Over Income – NO Disability	0
C	**Disability**	
	Diagnosed (Public School IEP)	200
	Diagnosed (Documented by Professional)	100
	Suspected (Documented by Professional)	25
D	**2016-2017 Waiting List Child**	
	2016-2017 Waiting List Child	25
E	[illegible]	
	Child Abuse/Neglected (Documented by Agency)	55
	Domestic Violence (Documented by Agency)	55
	Incarcerated Parent (Documented by Agency)	55
	Alcohol, Drug Abuse, or Mental Illness (Documented by Agency)	55
F	**Other Factors:**	
	Teen Parent – 19 years old or less	25
	Military Deployed (Documented by Agency)	5
	Sibling enrolled at Head Start	5
	Migrant Family / Refugees Family (Documented by Agency)	25
G	**Parental Status**	
	Foster Parent	25
	Legal Guardian / Relative Caregiver	25
	One Parent	25
H	**Agency Referral**	
	DCF/Court Referral	15
	OCPS Early Steps	15
	Transitioning from Early Head Start/Head Start Program (Documented by Agency)	25
	Kinship / Caregiver Assigned by DCF/ Court	15
	Homeless (Referral)	15
	Orange County Community Partners	15
I	[illegible]	
	Health Chronic Illness (Documented by Professional)	25
	Child Nutritional Needs (Special Diet/WIC Documented by Professional or Agency)	**10**

10/18/2016	ERSEA Stering Committee (Staff and Parents)
12/1/2016	ERSEA Stering Committee (Community Partners and Parents)
12/15/2016	Aproved by Policy Council

ORANGE COUNTY GOVERNMENT
HEAD START

POLICY COUNCIL MEETING MINUTES
(CORRECTED)

Great Oaks Village
1718 E. Michigan Street
Orlando, FL 32806
November 17, 2016

Call to Order by: Jeneka Lloyd, Chairperson *6:37 p.m.*
Roll Call by: Idalmis Echevarria – Secretary, Bithlo
Chairperson Lloyd stated a quorum was established.

In Attendance

Jeneka Lloyd	Past Parent	Chairperson
Cecilia Pierre	Aloma	Representative
Idalmis Echevarria	Bithlo	Representative
Annakay McCrae	Callahan	Representative
Malcolm Scarlett	Denton Johnson	Representative
Charmaine Jobson	East Orange	Vice-Chairperson
Yasmine Rodriguez	East Orange	Alternate
Natalia Garcia	Engelwood	Representative
Wilthere Philistin	Evans	Representative
Jacqueline Eugene	Hal P. Marston	Treasurer
Blanca Vallejo	John Bridges	Representative
Courtney Sanders	Maxey	Representative
Leah Ackerman	Orlando Tech	Alternate
Simoane West	Pine Hills	Alternate
Abigail Soriano	Southwood	Representative
Shearly Mirabal	Taft	Representative
Bianca Santos	Tangelo	Representative
Jennifer Molina	Tangelo	Alternate
Tonette Vance	WS / ELC	Representative
Darline Demosthene	WS / ELC	Alternate

Excused

Yameli Roman	Dover Shores	Representative
Tiffany Thomas	Lila Mitchell	Representative
Heather Chisholm-Wright	Pine Hills	Representative

Visitors

AnnMarie Alvarado	CHS Early Head Start

Yamilie Cruz	Grand Avenue
Lowell Moore	What A Fan
Jesselyn Moore	What A Fan
Luz Pizario	W/S @ the Hope

Staff

Sonya Hill	Main Office	Manager
Milagros Font	Sr. Program Manager	Main Office
Sandra Ruff	Fiscal Manager	Main Office
Sandra Moore	Main Office	Administrative Assistant
Avis McWhite	Main Office	Sr. Program Manager
Polly Bouler	Teacher Assistant	Hal Marston
Felicia Williams	Teacher Assistant	Hal Marston
Pedro Berrios	Warehouse	Warehouse Tech
Colette Thomas	Sr. Family Service Worker	Main Office
Yvette Meade	Admin Specialist	Main Office
Eileen Orleman	Education Coordinator	Main Office
Bernice Mendez	Sr. Family Service Worker	Main Office
Tambra Jackson	Center Manager	Pine Hills
Aturia Hall	Center Manager	Grand Ave / Tangelo
Toja Burton	FSW	East Orange
Rashea Drakes	FSW	Denton Johnson
Ana Sepulveda	Center Manager	East Orange
Tiffany Brown	Center Manager	Lila Mitchell
Tonette Stenson	Center Manager	Callahan

Chairperson Lloyd requested a motion to accept the Agenda adding What a Fan as a Speaker
Motion: Tonette Vance, WS/ELC Representative
Second: Shearly Mirabal, Taft, Representative
Status: The motion was carried with no objections

Speakers:
Lowell Moore and Jesselyn Moore from What A Fan. Mr. Moore brought flyers inviting all to the upcoming Christmas Part at Fun Spot on December 11th, 1:00 – 5:00. Free rides, games, food, and each child will leave with a present. They will also have a huge spot on Church Street and Tampa Ave. for the Classic with free activities for children. They welcome gift donations to be used at the Fun Spot Event.

Chairperson Lloyd requested a motion to approve the October 20, 2016 minutes
Motion: Jacqueline Eugene, Hal P. Marston, Treasurer
Second: Charmaine Jobson, East Orange, Vice Chairperson
Status: The motion was carried with no objections

HR Report by Avis McWhite

Avis McWhite, Sr. Program Manager is seeking approval to terminate employees who did not renew their certifications

Chairperson Lloyd requested a motion to approve the HR report with recommendations
Motion: Idalmis Echevarria, Bithlo, Secretary
Second: Tonette Vance, WS/ELC, Representative
Status: The motion was carried with no objections

Budget Report by Sandra Ruff, Fiscal Manager
There were questions from the Council why certain expenditures of food were made and these questions were answered by Ms. Ruff, Kerry Ann Smith, Nutrition Coordinator and Milagros Font, Sr. Program Manager. Certain expenditure is higher depending the time of the program year. Sonya Hill, Division Manager, brought out the 3 tier process to ensure accountability.

Head Start Division Manager Report:

- Notice of Award – OCHS received $6,367,169.00 from the Office of Head Start. This is a partial amount of the total to be received over 5 years.
- Family and Child Experiences (FACES) – OCHS has been selected to participate in this important study. They will be collecting data designed to gather information about the experiences and outcomes of our children and families and observe relationships among family and program characteristics, classroom quality, and school readiness.
- OSH released an Information Memorandum on 11/7/16 highlighting new requirements related to expulsion and suspension. (enclosed in packet)

Service Area Reports:

Education / Child Outcomes by Eileen Orleman, Education Coordinator

Childhood Health and Developmental Services by Milagros Font, Sr. Program Manager

Parent, Family & Community Engagement by Bernice Mendez , Sr. Family Service Worker

Old Business:

- Getting Ahead In a Just Gettin' By World by Bernice Mendez – encouraged to get the word out to all who qualify to join this life changing 15 week program starting in January 2017. Sonya Hill went to Tallahassee to preview the program recently.

New Business:

- Florida Head Start Association (FHSA) Conference was held in Jacksonville, FL. Charmaine Jobson, Vice-Chairperson attended and gave an update. The next one will be held in Orlando March 14 – 17, 2017.

- National Center on Early Childhood Health and Wellness 2016 Healthy Active Living Learning Collaborative is accepting applications for a #3k grant. This will aid parents, child and staff to achieve a healthy lifestyle.

Chairperson Lloyd requested a motion for approval to apply for the grant
Motion: Shearly Mirabal, Taft, Representative
Second: Jacquelne Eugene, Hal P. Marston, Vice Chairperson
Status: The motion was carried with no objections

Public Comment:

Avis McWhite, Sr. Program Manager announced an On-Boarding event to be held on 11/29/16 at Facilities Management Training Room for anyone interested in working in the child care / education field. It will be held from 9:30 – 11:30.

Jacqueline Eugene, Vice Chairperson announced the next "Mommy Moment" event at Hal Marston, 2:00 – 4:00. It will be a Q&A Pot Luck with 4 Male Guest Speakers.

Jeneka Lloyd, Chairperson announced that Southwood had 100% participation in the parent survey.

Chairperson Lloyd requested a motion to adjourn meeting
Motion: Charmaine Jobson, East Orange, Vice Chairperson
Second: Malcolm Scarlett, Denton Johnson, Representative
Status: The motion was carried with no objections
Meeting Adjourned at 8:14 p.m.

Jeneka Lloyd
Signature

12-16-16
Date

NEXT POLICY COUNCIL MEETING
THURSDAY, DECEMBER 22, 2016
1718 E. MICHIGAN ST
Orlando, FL 32806