Interoffice Memorandum

ORANGE COUNTY GOVERNMENT
FLORIDA

AGENDA ITEM

March 9, 2017

TO: Mayor Teresa Jacobs
and
Board of County Commissioners

THRU: Lonnie C. Bell, Jr., Director DC for LCB
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 March 21, 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	January 2017
Head Start Policy Council Meeting Minutes	December 15, 2016
Head Start Policy Council Program Information and Updates	February 2017
Head Start Policy Council Meeting Minutes	January 19, 2017

ACTION REQUESTED: **Receipt and filing of Head Start Policy Council Program Information and Updates January 2017 and February 2017; and Head Start Policy Council Meeting Minutes December 15, 2016 and January 19, 2017, respectively, 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 Government

HEAD START

POLICY COUNCIL

PROGRAM

INFORMATION & UPDATES

Lonnie C. Bell, Jr.
Director, Family Services

Sonya L. Hill
Head Start Division Manager

JANUARY 2017

Orange County
Family Services Department
Head Start Division

POLICY COUNCIL MONTHLY MEETING

Who: **Policy Council Members**

Date: **THURSDAY- JANUARY 19, 2017**

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

January 19, 2017

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 December 15, 2016 Minutes*
6. Human Resources Report

7. Budget Report

8. Status of Board of County Commissioners Vote- Helen Hill

9. Head Start Division Manager's Report – Sonya Hill, Head Start Division Manager

10. Commissioner/Commissioner's Liaison Report- Commissioner Victoria Siplin

11. Service Area Reports

12. Old Business
    a. Committees
    b. Getting Ahead Update

13. New Business
    a. Incredible Years
    b. QA Overview
    c. Parent Activity

14. Public Comment
15. Adjourn

Head Start Budget Summary December 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	J	AUG	SEPT	Encumbered	TOTAL Budget YTD	BALANCE	TOTAL YTD
7522 - Education	$10,451,803.00	$636,791.45	$804,713.88	$990,210.97										$248,749.49	$2,431,716.30	$7,761,575.21	25.74%
7525 - Training	$122,891.00	$0.00	$709.95	$3,551.41										$0.00	$4,261.36	$118,629.64	3.47%
7526 - Disabilities	$623,106.00	$21,817.73	$4,373.05	$35,708.38										$106,548.00	$61,899.16	$454,658.84	27.03%
7527 - Medical/LPN	$288,637.00	$5,937.11	$13,487.21	$12,373.16										$15,440.49	$31,807.48	$241,389.03	16.37%
7521 - Department	$288,537.00	$60,024.00	$91,311.75	$132,041.32										$6,880.71	$283,.433.04	$1,075,868,.25	21.25%
7528 - Family Svc Work	$10,388,962.00	$51,554.09	$110,823.76	$108,289.62										$0.00	$270,667.73	$1,118,394.27	19.49%
7524 - USDA Services	$1,590,860.00	$14,306.69	$117,234.49	$105,937.62										$900,785.17	$184,771.77	$232,488.06	72%
7523 - USDA Admin	$176,600.00	$8,186.00	$11,006.89	$11,108.33										$0.00	$30,301.34	$146,298.66	17%

Summary

The month of January is the beginning of 2017 -2018 Fiscal Year Budgeting. The managers and selected staff will collaborate and see what the needs of the program is based on 1) Previous Fiscal Years, 2) Needs for the program 3) Annual Assessment Results and 4) Strategies to move the program forward. Head Start also has to determine what match we are projecting. The Federal Government requires Head Start to match 20% of total funding. This is where our volunteer hours, in-kind donations, free-services, county salaries and buildings, and other funding comes into place.

Budget Cycle

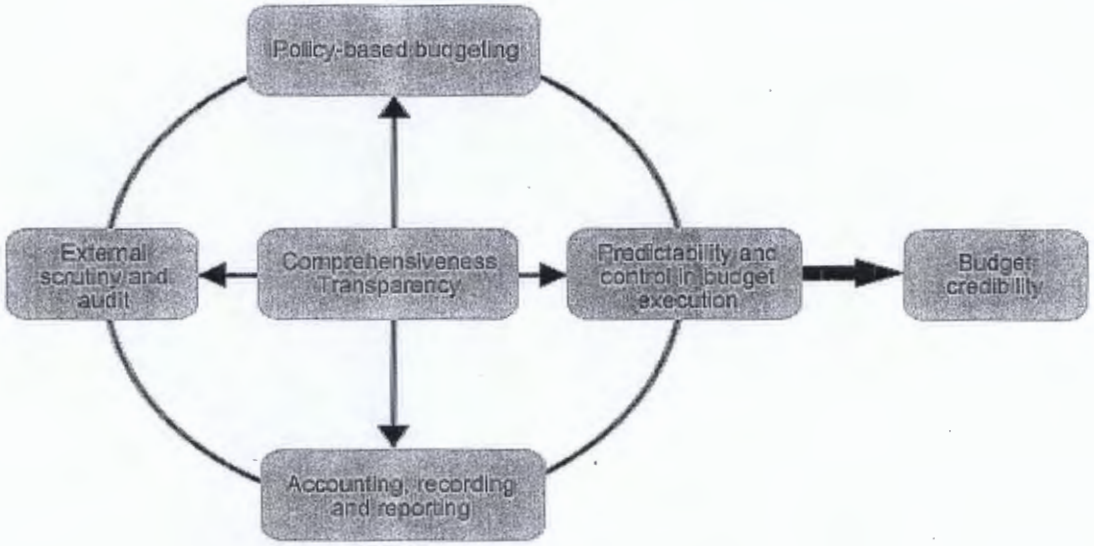
Comprehensive Transpareny – Head Start's annual budget will be transparent to all stakeholders involved as well as our community. This gives Head Start credibility, shows internal contols, accuracy, and openess. Transparency is the centerpiece of our budget cycle.

Policy –Based Budgeting - This is Head Start's method for budgeting in which all expenses are justified for the new period. Policy, from the Federal, State and Local Governments give us the guidelines in which we follow to spend funds.

External Scrtiny and Audit – External scrutiny is examiniation and audits both at the Federal Level and within Orange County to determine if we are spending money in the manner in which we planned to use it.

Predictability and control in budget execution – Head Start wans to show efficency in its spending. Managing a budget through the fiscal year allows the accounting side to predict and control issues that may arise.

Accounting, Recording and Reporting – Accounting is the process of identifying, measuring, and communicating economic information to permit users to make informed judgments and decisions. Recording involves tracking trends, expenditures and reveunes for overall program success. Reporting determines the ability for Head Start to show the financial results and conditions for program as a whole.



Final Outcome : BUDGET CREDIBILITY

Head Start wants to share with our stakeholders and our community that the Head Start Program works. Essentially, the money invested into the program is in turn changing lives within our community. Financial responsibility and transparecy shows the public that we are a credible resource for early education and programs aligned.

7521 Budget Planner

7521 BUDGET (Headstart Admin)	$1,321,904.00
ACTUAL SPENT	$306,151.97
DIFFERENCE (over/under budget)	$1,015,752.03

1000 - 1999			
Object Code	Budget	Actual	Difference
1120 - Regular Salaries & Wages	$824,794.00	$204,087.40	$620,706.60
1130 - Other Salaries and Wages	$0.00	$1,783.41	-$1,783.41
1140 - Overtime	$7,000.00	$1,067.68	$5,932.32
			$0.00
			$0.00
Total	$831,794.00	$206,938.49	$624,855.51

Angel -
Sandra / Evette PC

2000-2999			
Object Code	Budget	Actual	Difference
2110 - Fica Taxes	$63,093.00	$15,218.06	$47,874.94
2120 - Retirement Contribution	$62,025.00	$15,893.05	$46,131.95
2130 - Life & Health Insurance	$173,400.00	$32,004.51	$141,395.49
2131 - HAS Contribution	$1,800.00	$6,000.00	-$4,200.00
2200 - Payments to OPEB Trust	$7,892.00	$0.00	$7,892.00
			$0.00
			$0.00
			$0.00
Total	$308,210.00	$69,115.62	$239,094.38

3000 - 3999			
Object Code	Budget	Actual	Difference
3125 - Indirect Costs	$106,329.00	$0.00	$106,329.00
3410 - Local Travel	$1,000.00	$570.19	$429.81
3510 - Postage & Messenger Services	$2,000.00	$0.00	$2,000.00
3530 - Toll Charges	$150.00	$35.26	$114.74
3610 - Rental of Equipment	$5,600.00	$2,846.76	$2,753.24
3720 - Communications	$3,000.00	$797.09	$2,202.91
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	$10,127.80	$119,318.20

Need to find out what

Revenue to date $30.17

4000 - 4999			
Object Code	Budget	Actual	Difference
4010 - Dues and Memberships	$9,395.00	$6,594.00	$2,801.00
4110 - Office Supplies	$13,000.00	$335.31	$12,664.69
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	$310.75	$4,689.25
4112 Promotional Expenses	$5,000.00	$0.00	$5,000.00
4418 - Educational Assist. Program	$1,000.00	$1,250.00	-$250.00
4422 - Scholarships -Awards - Benefits	$559.00	$0.00	$559.00
4482 - Self Insur. Property/casualty	$11,480.00	$11,480.00	$0.00
			$0.00
			$0.00
			$0.00
Total	$50,954.00	$19,970.06	$30,983.94

5000 - 5999			
Object Code	Budget	Actual	Difference
			$0.00
			$0.00
			$0.00
Total	$0.00	$0.00	$0.00

6000 - 6999			
Object Code	Budget	Actual	Difference
			$0.00
			$0.00
			$0.00
Total	$0.00	$0.00	$0.00

7522 Budget Planner

7522 BUDGET (Headstart Services)	$10,004,548.00
ACTUAL SPENT	$3,155,142.84
DIFFERENCE (over/under budget)	$6,849,405.16

1000 - 1999

Object Code	Budget	Actual	Difference
1120 - Regular Salaries & Wages	$5,560,633.00	$1,659,862.77	$3,900,770.23
1130 - Other Salaries & Wages	$75,900.00	$26,845.47	$49,054.53
1140 - Overtime	$10,000.00	$2,261.91	$7,738.09
			$0.00
			$0.00
			$0.00
Total	$5,646,533.00	$1,688,970.15	$3,957,562.85

2000-2999

Object Code	Budget	Actual	Difference
2110 - FICA Taxes	$499,559.00	$123,772.33	$375,786.67
2120 - Retirement Contribution	$503,600.00	$126,265.26	$377,334.74
2130 - Life and Insurance	$1,703,400.00	$417,647.38	$1,285,752.62
2131 - HAS Contribution	$29,500.00	$104,750.00	-$75,250.00
2200 - Payments to OPEB Trust	$105,672.00	$0.00	$105,672.00
			$0.00
Total	$2,841,731.00	$772,434.97	$2,069,296.03

3000 - 3999

Object Code	Budget	Actual	Difference
3167 - Payments to Other Government	$8,000.00	$760.00	$7,240.00
3170 - Janitorial Service and Supply	$20,000.00	$2,948.89	$17,051.11
3192 - Software Licensing/Support Fee	$43,890.00	$18,822.43	$25,067.57
3195 - Contract Services Medica	$23,500.00	$0.00	$23,500.00
3197 - Contract Svcs Not Oth Speicifed	$16,500.00	$19,610.00	-$3,110.00
3350 - Other Insurance & Bonds	$11,000.00	$12,499.00	-$1,499.00
3410 - Local Travel	$10,000.00	$2,025.81	$7,974.19
3530 - Toll Charges	$500.00	$182.51	$317.49
OCPS 3610 - Rental of Equipment	$11,000.00	$41,908.37	-$30,908.37
$86,321 3620 - Leases- Bldgs and Structures	$150,172.00	$110,402.11	$39,769.89
Pull Contract 3710 - Utilities	$40,000.00	$11,757.40	$28,242.60
3720 - Communications	$45,000.00	$11,425.53	$33,574.47
3810- Maint of Bldg Imp & Grounds	$100,000.00	$13,717.47	$86,282.53
3820 - Maintenance of Equipment	$35,000.00	$19,535.52	$15,464.48
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	$198.00	$42,802.00
			$0.00
			$0.00
Total	$572,062.00	$265,793.04	$306,268.96

4000 - 4999

Object Code	Budget	Actual	Difference
4020 - Books, CDs, Videos & Subscriptions	$20,000.00	$1,151.85	$18,848.15
4110 - Office Supplies	$25,000.00	$142.41	$24,857.59
4115 - Miscellaneous Operating Supplies	$75,000.00	$237.13	$74,762.87
4116 - Event Meal Reimbursements	$3,000.00	$139.72	$2,860.28
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	$647.92	$24,352.08
4135 - Food & Dietary	$282,788.00	$142,865.65	$139,922.35
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	$3,100.00	$6,900.00
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	$279,660.00	$0.00
			$0.00
			$0.00
Total	$844,722.00	$427,944.68	$416,777.32

5000 - 5999

Object Code	Budget	Actual	Difference
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
Total	$0.00	$0.00	$0.00

6000 - 6999

Object Code	Budget	Actual	Difference
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	$37,935.93
DIFFERENCE (over/under budget)	$138,664.07

1000 - 1999			
Object Code	Budget	Actual	Difference
1120 - Regular Salaries & Wages	$114,615.00	$27,727.44	$86,887.56
			$0.00
			$0.00
			$0.00
Total	$114,615.00	$27,727.44	$86,887.56

2000-2999			
Object Code	Budget	Actual	Difference
2110 - FICA Taxes	$8,767.00	$2,049.93	$6,717.07
2120 - Retirement Contribution	$8,619.00	$2,085.16	$6,533.84
2130 - Life and Insurance	$30,600.00	$2,871.98	$27,728.02
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	$7,007.07	$42,604.93

3000 - 3999			
Object Code	Budget	Actual	Difference
3125 - Indirect Costs	$6,543.00	$0.00	$6,543.00
3410 - Local Travel	$1,000.00	$101.42	$898.58
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	$101.42	$7,971.58

4000 - 4999			
Object Code	Budget	Actual	Difference
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	$3,100.00	$0.00
			$0.00
			$0.00
Total	$4,300.00	$3,100.00	$1,200.00

5000 - 5999			
Object Code	Budget	Actual	Difference
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
Total	$0.00	$0.00	$0.00

6000 - 6999			
Object Code	Budget	Actual	Difference
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
Total	$0.00	$0.00	$0.00

7524 Budget Planner

7524 BUDGET (USDA SERVICES)	$1,590,860.00
ACTUAL SPENT	$1,155,300.14
DIFFERENCE (over/under budget)	$435,559.86

1000 - 1999			
Object Code	Budget	Actual	Difference
1120 - Regular Salaries & Wages	$161,794.00	$40,880.06	$120,913.94
			$0.00
			$0.00
			$0.00
Total	$161,794.00	$40,880.06	$120,913.94

2000-2999			
Object Code	Budget	Actual	Difference
2110 - FICA Taxes	$12,570.00	$2,942.36	$9,627.64
2120 - Retirement Contribution	$12,355.00	$3,074.21	$9,280.79
2130 - Life and Insurance	$81,600.00	$15,462.58	$66,137.42
2131 - HAS. Contribution	$1,000.00	$3,500.00	-$2,500.00
2200 - Payments to OPEB Trust	$3,536.00		$3,536.00
			$0.00
Total	$111,061.00	$24,979.15	$86,081.85

3000 - 3999			
Object Code	Budget	Actual	Difference
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

Revenue to date $292,114.53

4000 - 4999			
Object Code	Budget	Actual	Difference
4115 - Miscellaneous Operating Supplies	$5,436.00	$91.92	$5,344.08
4130 - Household & Kitchen Supplies	$2,005.00	$0.00	$2,005.00
4135 - Food & Dietary	$1,305,000.00	$1,084,785.01	$220,214.99
4482 - Self Insurance Property/ Casualty	$4,564.00	$4,564.00	$0.00
			$0.00
			$0.00
Total	$1,317,005.00	$1,089,440.93	$227,564.07

5000 - 5999			
Object Code	Budget	Actual	Difference
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
Total	$0.00	$0.00	$0.00

6000 - 6999			
Object Code	Budget	Actual	Difference
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
Total	$0.00	$0.00	$0.00

*4123- Shipping

7525 Budget Planner

7525 BUDGET (Training)	$288,537.00
ACTUAL SPENT	$53,533.58
DIFFERENCE (over/under budget)	$235,003.42

1000 - 1999			
Object Code	Budget	Actual	Difference
			$110,931.56
			$1,000.00
Total	$0.00	$0.00	$111,931.56

2000-2999			
Object Code	Budget	Actual	Difference
	$0.00	$0.00	#VALUE!
			#VALUE!
Total	$0.00	$0.00	#VALUE!

3000 - 3999			
Object Code	Budget	Actual	Difference
3185 - Contractural Service - Training	$11,070.00	$0.00	$11,070.00
3420- Out of County Travel	$17,700.00	$2,338.36	$15,361.64
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	$2,338.36	$30,431.64

4000 - 4999			
Object Code	Budget	Actual	Difference
4020 - Books, CDs, Videos & Substriptions	$1,000.00	$0.00	$2,000.00
4030 - Training and Educational Costs	$68,550.00	$770.00	$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	$1,999.01
4115 - Miscelaneous Operating Supplies	$2,000.00	$0.00	$7,955.76
4116 - Event Meal Reimbursments	$4,500.00	$0.00	$500.00
4418- Educational Assist. Program	$10,300.00	$1,250.00	$500.00
			$0.00
			$0.00
			$0.00
Total	$90,121.00	$2,020.00	$19,954.77

5000 - 5999			
Object Code	Budget	Actual	Difference
			$0.00
			$0.00
			$0.00
Total	$0.00	$0.00	$0.00

6000 - 6999			
Object Code	Budget	Actual	Difference
			$0.00
			$0.00
			$0.00
Total	$0.00	$0.00	$0.00

7526 Budget Planner

7526 BUDGET (Disabilities)	$507,496.00
ACTUAL SPENT	$185,916.99
DIFFERENCE (over/under budget)	$321,579.01

1000 - 1999			
Object Code	Budget	Actual	Difference
1120 - Regular Salaries & Wages	$202,556.00	$50,792.74	$151,763.26
1130 - Other Salaries & Wages	$30,000.00	$0.00	$30,000.00
1140-- Overtime (Lourdes Ramos 10/22 -Eergency)	$0.00	$139.50	-$139.50
			$0.00
Total	$232,556.00	$50,932.24	$181,623.76

2000-2999			
Object Code	Budget	Actual	Difference
2110 - FICA Taxes	$15,494.00	$3,592.61	$11,901.39
2120 - Retirement Contribution	$15,232.00	$3,830.17	$11,401.83
2130 - Life and Insurance	$40,800.00	$9,996.20	$30,803.80
2131 - HAS. Contribution	$600.00	$3,250.00	-$2,650.00
2200 - Payments to OPEB Trust	$1,754.00	$0.00	$1,754.00
			$0.00
Total	$73,880.00	$20,668.98	$53,211.02

3000 - 3999			
Object Code	Budget	Actual	Difference
3195 - Contract Services Medica	$57,000.00	$108,750.00	-$51,750.00
3275 -** Medical Services	$120,000.00	$0.00	$120,000.00
3410 - Local Travel	$5,000.00	$284.94	$4,715.06
3530	$50.00	$5.45	$44.55
3720 - Communications	$1,250.00	$196.20	$1,053.80
			$0.00
Total	$183,300.00	$109,236.59	$74,063.41

4000 - 4999			
Object Code	Budget	Actual	Difference
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	$19.18	$3,730.82
4418 - Educational Assist. Program	$1,000.00	$0.00	$1,000.00
4482 - Self Insur. Prop/Casulty	$5,060.00	$5,060.00	$0.00
			$0.00
			$0.00
Total	$17,810.00	$5,079.18	$12,730.82

5000 - 5999			
Object Code	Budget	Actual	Difference
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
Total	$0.00	$0.00	$0.00

6000 - 6999			
Object Code	Budget	Actual	Difference
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
Total	$0.00	$0.00	$0.00

7527 Budget Planner

7527 BUDGET (Medical/Dental/LPN)	$288,537.00
ACTUAL SPENT	$53,533.58
DIFFERENCE (over/under budget)	$235,003.42

1000 - 1999			
Object Code	Budget	Actual	Difference
1120 - Regular Salaries & Wages	$137,357.00	$26,425.44	$110,931.56
1140 - Overtime	$1,000.00	$0.00	$1,000.00
			$0.00
			$0.00
			$0.00
Total	$138,357.00	$26,425.44	$111,931.56

2000-2999			
Object Code	Budget	Actual	Difference
2110 - FICA Taxes	$10,508.00	$1,944.63	$8,563.37
2120 - Retirement Contribution	$9,972.00	$1,987.21	$7,984.79
2130 - Life and Insurance	$40,800.00	$4,627.26	$36,172.74
2131 - HAS. Contribution	$400.00	$1,250.00	-$850.00
			$0.00
			$0.00
Total	$61,680.00	$9,809.10	$51,870.90

3000 - 3999			
Object Code	Budget	Actual	Difference
3195 - Contract Services Medical	$17,500.00	$10,000.00	$7,500.00
3179 - Contract Service - Employmt. Agent	$10,000.00	$4,950.00	$5,050.00
3197 - Contract Svcs Not Oth Speicifed	$30,000.00	$0.00	$30,000.00
3410 - Local Travel	$4,000.00	$128.38	$3,871.62
3720 - Communications	$5,000.00	$167.29	$4,832.71
3530	$100.00	$8.14	$91.86
			$0.00
			$0.00
Total	$66,600.00	$15,253.81	$51,346.19

4000 - 4999			
Object Code	Budget	Actual	Difference
4110 - Office Supplies	$2,000.00	$0.00	$2,000.00
4115 - Miscellaneous Operating Supplies	$5,000.00	$0.00	$5,000.00
4121 - Computer Equipment < $1000	$2,000.00	$0.00	$2,000.00
4123 - Equipment < $1000	$2,000.00	$0.99	$1,999.01
4143 - Medical & Surgical	$10,000.00	$2,044.24	$7,955.76
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	$2,045.23	$19,954.77

5000 - 5999			
Object Code	Budget	Actual	Difference
			$0.00
			$0.00
			$0.00
Total	$0.00	$0.00	$0.00

6000 - 6999			
Object Code	Budget	Actual	Difference
			$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	$326,619.24
DIFFERENCE (over/under budget)	$1,062,342.76

1000 - 1999

Object Code	Budget	Actual	Difference
1120 - Regular Salaries & Wages	$933,988.00	$232,602.70	$701,385.30
1130 - Other Salaries & Wages	$10,000.00	$0.00	$10,000.00
1140 - Overtime	$5,000.00	$1,015.25	$3,984.75
			$0.00
			$0.00
			$0.00
Total	$948,988.00	$233,617.95	$715,370.05

2000-2999

Object Code	Budget	Actual	Difference
2110 - FICA Taxes	$71,450.00	$16,870.10	$54,579.90
2120 - Retirement Contribution	$67,808.00	$17,135.26	$50,672.74
2130 - Life and Insurance	$255,000.00	$48,127.94	$206,872.06
2131 - HAS. Contribution	$2,500.00	$8,000.00	-$5,500.00
			$0.00
			$0.00
Total	$396,758.00	$90,133.30	$306,624.70

3000 - 3999

Object Code	Budget	Actual	Difference
3410 - Local Travel	$5,000.00	$324.95	$4,675.05
3720 - Communications	$8,000.00	$441.60	$7,558.40
3530 -	$100.00	$5.47	$94.53
			$0.00
Total	$13,100.00	$772.02	$12,327.98

4000 - 4999

Object Code	Budget	Actual	Difference
4020 - Books, CDs, Videos & Subscripions	$2,000.00	$0.00	$2,000.00
4110 - Office Supplies	$7,000.00	$1,985.98	$5,014.02
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	$109.99	$1,890.01
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	$2,095.97	$28,120.03

5000 - 5999

Object Code	Budget	Actual	Difference
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
Total	$0.00	$0.00	$0.00

6000 - 6999

Object Code	Budget	Actual	Difference
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
Total	$0.00	$0.00	$0.00

01/03/2017 PAGE: 1
ORANGE COUNTY
Department 062
FY 2017 Monthly Expense Report
For the selected Department and Unit, by Object and Appropriation

Through 01/03/2017

FUND: 8299 DEPT: 062 UNIT: 7538

	OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	PRE-ENCUM AMOUNT	ENCUM AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1	1120	7EA	REGULAR SALARIES and WAGES	696,350.00	.00	.00	79,360.49	.00	.00	79,360.49	616,989.51	11.40
	2110	7EA	FICA TAXES	53,673.00	.00	.00	5,782.96	.00	.00	5,782.96	47,890.04	10.77
	2120	7EA	RETIREMENT CONTRIBUTION	52,295.00	.00	.00	6,038.87	.00	.00	6,038.87	46,256.13	11.55
	2130	7EA	LIFE and HEALTH INSURANCE	172,857.00	.00	.00	19,330.20	.00	.00	19,330.20	153,526.80	11.18
OBJECT CATEGORY 1				975,175.00	.00	.00	110,512.52	.00	.00	110,512.52	864,662.48	11.33
2	3125	7EB	INDIRECT COSTS	42,498.00	.00	.00	.00	.00	.00	.00	42,498.00	.00
	3185	7EC	CONTRACT SVC-TRAINING	1,500.00	.00	.00	.00	.00	.00	.00	1,500.00	.00
	4020	7EC	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	476.00	.00	.00	.00	.00	.00	.00	476.00	.00
	4110	7EC	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	6,000.00	.00	.00	.00	.00	.00	.00	6,000.00	.00
	4115	7EC	MISCELLANEOUS OPERATING SUPPLIES	7,880.00	.00	.00	.00	.00	.00	.00	7,880.00	.00
	4123	7EC	EQUIPMENT LESS THAN $1000	5,000.00	.00	.00	.00	.00	.00	.00	5,000.00	.00
	4482	7EA	SELF INS-PROP CASUALTY	162.00	.00	.00	.00	.00	.00	.00	162.00	.00
OBJECT CATEGORY 2				63,516.00	.00	.00	.00	.00	.00	.00	63,516.00	.00
*TOTAL UNIT_CD 7538				1,038,691.00	.00	.00	110,512.52	.00	.00	110,512.52	928,178.48	10.64
TOTAL				1,038,691.00	.00	.00	110,512.52	.00	.00	110,512.52	928,178.48	10.64

MONTHLY PURCHASING CARD
PURCHASE REPORT

Cardholder (Print Name): SHAMIM SHEIKH

Statement for Month of: December-16

Cardholder Signature: Shamim

Cardholder Extension: 6 8940

#	Date	Receipt or Invoice #	Description of Purchase	Vendors Name	$$$ Amount of Purchase	Dispute (d)/ Credit (c)	Accounting Lines	Remarks
1	12/1/2016	289235	Food for special diet children	ApanaBazar	33.96		7407 062 7524 4135	
2	12/1/2016	88289	Kitchen Supply mop&bucket	Home depot	31.94		7407 062 7524 4130	
3	12/5/2016	99529	Food for special diet children	Walmart	21.18		7407 062 7524 4135	
4	12/6/2016	32035	Nutrition Activity Food	Publix	93.81		7007 062 7522 4135	
5	12/8/2016	90968	Nutrition Activity Food	Walmart	$72.20		7007 062 7522 4135	
6	12/8/2016	33134	Nutrition Activity Food	Publix	79.87		7007 062 7522 4135	
7	12/8/2016	68500	Nutrition Activity Food	Publix	22.45		7007 062 7522 4135	
8	1/13/2016	110831	Nutrition Activity Food	Publix	46.29		7007 062 7522 4135	
9	12/16/2016	26313	Kitchen Supply mop&bucket	Home depot	31.94		7407 062 7524 4130	
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
				Total	433.64			

C . 2 .

MONTHLY PURCHASING CARD
PURCHASE REPORT

ardholder (Print Name): Daisy Flores

ardholder Signature: Daisy Flores

Statement for Month of: December-16

Cardholder Extension: 67407

#	Date	Receipt or Invoice #	Description of Purchase	Vendors Name	$$$ Amount of Purchase	Dispute (d)/ Credit (c)	Accounting Lines	Remarks
1	11/28/2016	82235508	UTILITY CARTS FOR EAST ORANGE NEW CAFETERIA	ULINE	$521.76		7007-062-7524-4130	
2	11/9/2016	611091127	SPECIAL MILK FOR CHILDREN	SYSCO	$1,017.30		7407-062-7524-4135	
3	11/15/2016	809232	SERVICES FOR SPECIAL NEED PARENT	INTERPRETEK	$110.00		7007-062-7522-3197	
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
				Total	1,649.06			

MONTHLY PURCHASING CARD
PURCHASE REPORT

ardholder (Print Name): Kerry-Ann Smith

Statement for Month of: December

ardholder Signature: KSmith

Cardholder Extension: 68905

#	Date	Receipt or Invoice #	Description of Purchase	Vendors Name	$$$ Amount of Purchase	Dispute (d)/ Credit (c)	Accounting Lines	Remarks
1	12/6/2016	18462	Special diet food for child Lila Mitchell.	Publix	$ 35.37		7407-062-7524-4135	
2	12/6/2016	18461	Monthly Nutrition Activity	Publix	$ 163.63		7007-062-7522-4135	
3	12/6/2016	75150	Monthly Nutrition Activity	Publix	$ 212.08		7007-062-7522-4135	
4	12/7/2016	73931	Emergency food for children at Hal Marston	Publix	$ 22.45		7407-062-7524-4135	
5	12/7/2016	73932	Monthly Nutrition Activity	Publix	$ 32.47		7007-062-7522-4135	
6	12/15/2016	466350762787005	Wipes and Pull Ups for child at Hal Marston	Walmart	$ 33.45		7007-062-7522-4115	
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
				Total	$ 499.45			

ORANGE COUNTY HEAD START DIVISION
Monthly Purchasing Card Purchase Report

Cardholder (Print Name): Vidya D. Deonarine

Statement for the Month of: December

Cardholder Signature: Vidya D Deonarine

Extension: 9318

Date	Receipt/ Invoice #	Purchase Description/ Justification	Vendor Name	Dollar Amount of Purchase	Dispute/ Credit	Accounting Line(s) To Be Charged	/
12/02//16	059584	Parking at Orlando International Airport from 11/30/2016-12/02/16 - Region IV Board Meeting in Atlanta Georgia	ABM parking Orlando ECONO	$ 51.00		7007-062-7525-3420	
12/03/16	RT538	Hotel stay from 11/30/16-12/02/16 for Region IV Board Members Meeting	Sheraton Atlanta Hotel	$239.68		7007-062-7525-3420	
12/03/16	6077470	Taxi service used for return trip from Region IV Board Meeting to airport-Atlanta Georgia	Super Shuttle Atlanta	$22.00		7007-062-7525-3420	

MONTHLY PURCHASING CARD
PURCHASE REPORT

ardholder (Print Name): Angela Fore

Statement for Month of: December, 2016

ardholder Signature: Angela M. Fore

Cardholder Extension: 68901

#	Date	Receipt or Invoice #	Description of Purchase	Vendors Name	$$$ Amount of Purchase	Dispute (d)/ Credit (c)	Accounting Lines	Remarks
1	12/1/2016		Hotel accommodations for Shamella Knight in New Orleans, LA	Hilton New Orleans Riv	$ 152.32		7007-062-7525-3420	
2	12/1/2016		Registration for 4 staff to attend the Bridges Out of Poverty Workshop	St. Lukes UMC	$ 60.00		7007-062-7525-4030	
3	12/6/2016		Registration for Lola Banks to attend Excel Levesl 2 & 3 Trainings	UCF Continuing Educat	$ 398.00		7007-062-7525-4030	
4	12/13/2016		Registration for Sandra Ruff to attend the Making Davis-Bacon Work for You Conference	LCP Tracker, Inc.	$ 395.00		7007-062-7525-4030	
5	12/13/2016		Airline Reservation for Sandra Ruff to San Antonio, TX	Southwest.com	$ 325.70		7007-062-7525-3420	
6	12/15/2016		Hotel accommodations for Colette Johnson Thomas in Ft. Lauderdale	Hilton Ft. Lauderdale Marina	$ 357.00		7007-062-7525-3420	
7	12/15/2016		Hotel accommodations for Bernice Mendez-Robles in Ft. Lauderdale	Hilton Ft. Lauderdale Marina	$ 357.00		7007-062-7525-3420	
8	12/15/2016		Hotel accommodations for Jamie Harrold in Ft. Lauderdale	Hilton Ft. Lauderdale Marina	$ 357.00		7007-062-7525-3420	
9	12/15/2016		Hotel accommodations for Frank Percoco in Ft. Lauderdale	Hilton Ft. Lauderdale Marina	$ 218.00		7007-062-7525-3420	
10								
				Total	$ 2,620.02			

ORANGE COUNTY HEAD START DIVISION
Monthly Purchasing Card Purchase Report

Cardholder (Print Name): JULIO GRULLON

Statement for the Month of: NOVEMBER 2016

Cardholder Signature: Julio Grullon

Extension: 321-332-5605

Date	Receipt/ Invoice #	Purchase Description/ Justification	Vendor Name	Dollar Amount of Purchase	Dispute/ Credit	Accounting Line(s) To Be Charged	/
11/30/16		150 grit Sand Paper for painter	The Home Depot	19.97		7007-062-7522-4110	
		Packing Tape, Pan Liners, and Drop Cloths for painter	The Home Depot	59.87		7007-062-7522-4115	
			TOTAL	**79.84**			
12/7/116		Toothbrush Holder for Dover Shores (2 needed only one available)	The Home Depot	16.98		7007-062-7522-4115	
		17 casters with swivel and brakes (64 needed)	The Home Depot	67.66		7007-062-7522-3820	
			TOTAL	**84.64**			
12/7/16		Zip Ties to secure fence for Maint. Tech., and Cleaning Rags for painter	The Home Depot	20.94		7007-062-7522-3810	
		L brackets for Garden Beds Engelwood Grand Ave., and 47 Casters for Cubbies at Pine Hills	The Home Depot	188.61		7007-062-7522-3820	
		5 Garbage Cans to store in Warehouse		149.85		7007-062-7522-4115	
			TOTAL	**359.40**			
12/7/16		Garbage Bags to relocate mulch from East Orange to Pine Hills	The Home Depot	89.20		7007-062-7522-4115	
12/12/16		Medium Moving Boxes and packing tape for Hal Marston	U-Haul at S. Orange Ave.	195.45		7007-062-7522-4115	
12/20/16		Keys needed made with copies	Al-Len Lock Co. Inc.	94.80		7007-062-7522-4115	

MONTHLY PURCHASING CARD
PURCHASE REPORT

:ardholder (Print Name): June Johnson

:ardholder Signature: June Johnson

fg 1/4/17

Statement for Month of: December '16

Division Head Start

Extension: 69524

#	Date	Receipt or Invoice #	Description of Purchase	Vendors Name	$$$ Amount of Purchase	Dispute (d)/ Credit (c)	Accounting Lines	Remarks
1	12/6/2016	7234057	Cooler Rental	ReadyRefresh	17.97		7007 062 7522 3610	Maxey Head Start
			Cups		17.56		7007 062 7522 4115	
			Water		12.52		7007 062 7522 3710	
					48.05			
2	12/6/2016	8741944	Water	ReadyRefresh	25.04		7007 062 7522 3710	Denton Johnson H S
			Cooler Rental		11.98		7007 062 7522 3610	
			Cups		4.39		7007 062 7522 4115	
					41.41			
3	12/6/2016	7234115	Water	ReadyRefresh	21.15		7007 062 7522 3710	SOYMCA
			Cooler Rental		17.97		7007 062 7522 3610	
			Cups		8.98		7007 062 7522 4115	
					48.10			
4	12/6/2016	7234115	Cups	ReadyRefresh	109.75		7007 062 7522 4115	Washington Shrs Hope H S
			Water		56.34		7007 062 7522 3710	
			Cooler Rental		41.93		7007 062 7522 3610	
					208.02			
5	12/6/2016	7234115	Cups	ReadyRefresh	10.87		7007 062 7522 4115	Warehouse
6	12/6/2016	7234206	Water	ReadyRefresh	31.30		7007 062 7522 3710	Tangelo Park H S
			Cooler Rental		17.97		7007 062 7522 3610	
			Cups		8.78		7007 062 7522 4115	
					58.05			
				Total	414.50			

MONTHLY PURCHASING CARD
PURCHASE REPORT

Cardholder (Print Name): June Johnson

Statement for Month of: December '16

Cardholder Signature: June Johnson jcj 1/4/17

Division Head Start

Extension: 69524

#	Date	Receipt or Invoice #	Description of Purchase	Vendors Name	$$$ Amount of Purchase	Dispute (d)/ Credit (c)	Accounting Lines	Remarks
7	12/12/2016	887023796-001	Copy Paper	Office Depot	1,483.17		7007 062 7522 4110	Program
8	12/12/2016		Multi-Fold towels * soap	Dade Paper	1,499.75		7007 062 7522 4115	Program
9	12/16/2016	87291071	Reflective Traffic Cones	Uline	349.05		7007 062 7522 3810	Program
10	12/29/2016	891447210-001	Various Office Supplies	Office Depot	615.45		7007 062 7522 4110	Program
				Total Page 1	414.50			
				Total this page	3,947.43			
				Grand Total	$4,361.93			

Monthly Report to Head Start Policy Council

Nutrition: DECEMBER 2016

Number of meals reimbursed by USDA	**BREAKFAST**	16,052
Number of meals reimbursed by USDA	**LUNCH**	16,287
Number of meals reimbursed by USDA	**SNACK**	13,556
Number of meals reimbursed by USDA	**TOTALS**	45,895
Number of meals disallowed for reimbursement	TAFT	55
Number of children evaluated for nutritional concerns		13
Number of children receiving nutritional education and further care		37
Number of monitoring visits to ensure compliance with USDA Regulations		8
Number of monitoring visits requiring a corrective action plan		1
Number of nutritional activities conducted: " Reindeer Grahams"		84

MEDICAL/DENTAL MONTHLY REPORT

DECEMBER 2016

Thirty-seven (37) new health status evaluations were performed during the month of December 2016.

Seventy-one (71) immunization records were evaluated for compliance during the month of December 2016.

Thirty-seven (37) blood test results were reviewed during the month of December 2016.

Thirty-six (36) dental exams were reviewed during the month of December 2016. Out of these, eighteen (18) children were diagnosed as needing dental treatment.

Sixty-eight (68) parent contacts were initiated regarding health concerns in children during the month of December 2016.

Twenty-two (22) health action plans were developed and discussed with Head Start staff and parents during the month of December 2016.

Eight (8) 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.

Six (6) children completed Blood Pressure and Vision screenings.

Eight (8) children were evaluated for health concerns.

Fifteen (15) center visits were performed to address health issues, observations, and monitoring.

DISABILITIES/MENTAL HEALTH REPORT

DECEMBER 2016

A total of one hundred seventy-eight (178) 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 sixty-five (65) children have been enrolled in Head Start with a diagnosed disability by contracted providers since school started last August 2016.

A total of fifty-two (52) children were evaluated by OCPS/Preschool Diagnostic Intervention Services for disability eligibility since school started last August 2016.

One hundred seventy-two (172) children were referred to OCHS contracted provider, Kinder Konsulting & Parents Too, Inc. since school started last August 2016.

Ninety-six (96) children were receiving mental health services for behavior issues since school started last August 2016. In addition, there were seventy-four (74) behavior plans developed for enrolled children.

One thousand seven hundred and four (1,704) hearing screenings were completed since school started last August 2016.

One thousand three hundred and two (1,302) new children completed the screenings for Speech/Language, Socio-emotional, and Developmental.

Two hundred sixty-nine (269) 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.

Orange County Head Start

Parent Family and Community Engagement 2016-2017

Monthly Report: December 2016

- One thousand five hundred thirty six (1536) children were enrolled in the Head Start Program for the month of December 2016.
- Two hundred sixteen (216) children are on the Waiting List 2016-2017.
- Five (5) Attendance home visits
- Three (3) families received Crisis/Emergency Assistance.
- Thirteen (13) parents received Educational Services.
- Four hundred twenty two (422) Health Services Follow ups were done by Community Service Worker.
- Fifty (50) families were referred for family services.
- Four hundred seventy three (473) were provided families services
- Twenty four (24) Parent Meetings were held this month. Five hundred forty six (546) parents attended parents meetings. Eighty nine (89) males attended.
- Eight (8) Fatherhood Activities was held this month. Sixty one (61) fathers attended fatherhood initiatives.
- Twenty two (22) Parents Trainings were held this month. Four hundred sixty nine (469) parents attended Parents Trainings.

Trainings:

- Nutrition
- Child Abuse
- Positive Parenting
- Abriendo Puertas- Open Doors
- Education-Choosing a Career
- Resources
- Winter Wonderland Activity
- School Readiness
- Finance
- Health Insurance-Market Exchange
- Budget

ORANGE COUNTY HEAD START 2016-2017

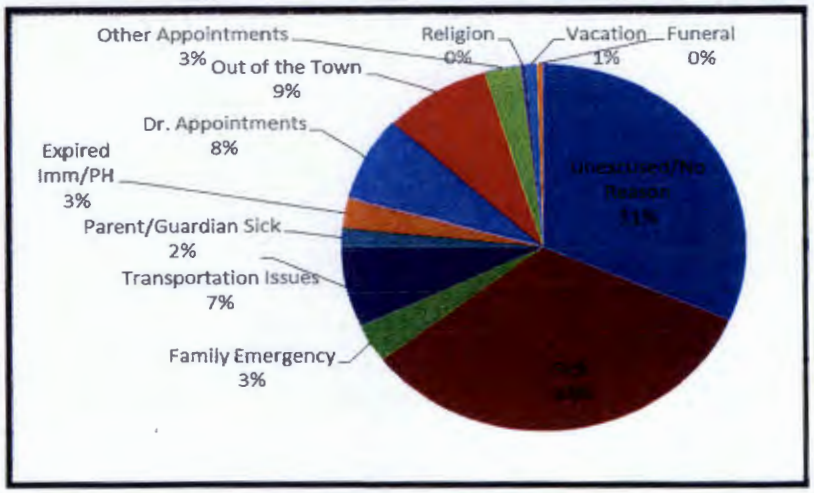
PARENT, FAMILY AND COMMUNITY ENGAGEMENT

ERSEA REPORT MONTH: December YEAR: 2016

Sites	Funded Enrollment	Monthly Enrollment	10% IEP	Drops YTD	Waiting List	New Applications	Monthly Attendance
Aloma	34	34	3	1	21	1	94%
Bithlo	30	30	3	2	4	0	90%
Callahan	45	45	2	2	5	0	92%
Denton Johnson	35	35	4	5	13	0	89%
Dover Shores	34	34	2	2	4	1	88%
East Orange	160	160	24	15	6	1	89%
Engelwood	60	60	11	7	11	0	90%
Evans	13	13	0	0	3	0	84%
Grand Avenue	34	34	4	2	7	0	90%
Hal P Marston	120	120	5	19	9	2	92%
John Bridges	120	120	15	9	24	1	92%
Lila Mitchell	83	83	11	10	12	0	91%
Maxey	60	60	8	10	3	0	91%
Orlando Tech	14	14	1	2	0	1	97%
Pine Hills	189	189	12	17	21	1	90%
SO YMCA	60	60	6	4	5	0	88%
Southwood	120	120	20	8	20	1	93%
Taft	120	120	15	8	8	0	89%
Tangelo	15	15	0	2	0	0	92%
Ventura	17	17	3	3	11	1	92%
WS ELC	68	68	11	4	15	1	92%
WS Hope	105	105	7	4	15	0	94%
OCHS Total	1536	1536	10%	136	217	11	91%

REASONS OF ABSENCES

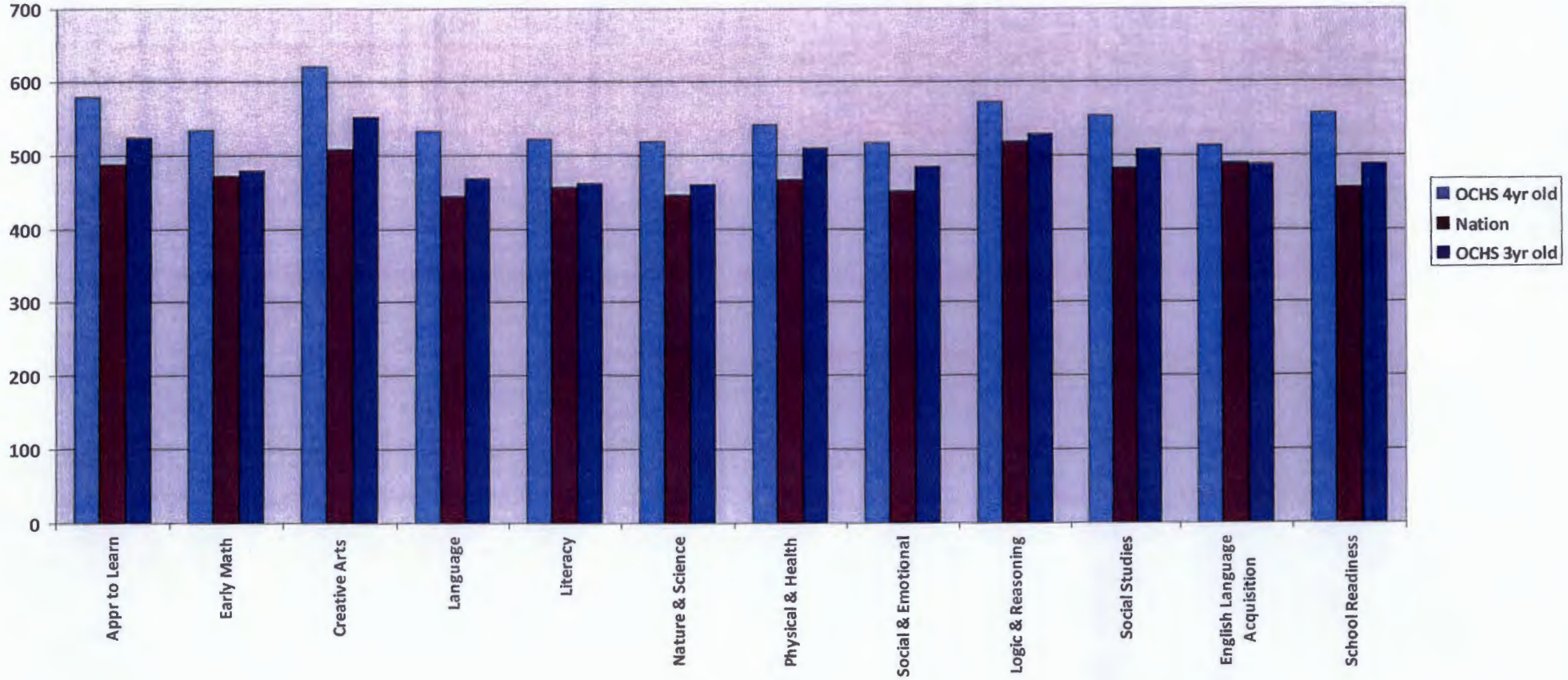
Unexcused	812
Sick	847
Family Emergency	82
Transportation Issues	156
Parent/Guardian Sick	48
Expired Immunizations/PH	111
Dr. Appointments	253
Out of the Town	151
Other Appointments	75
Religion	5
Vacation	5
Funeral	8
Total	2553



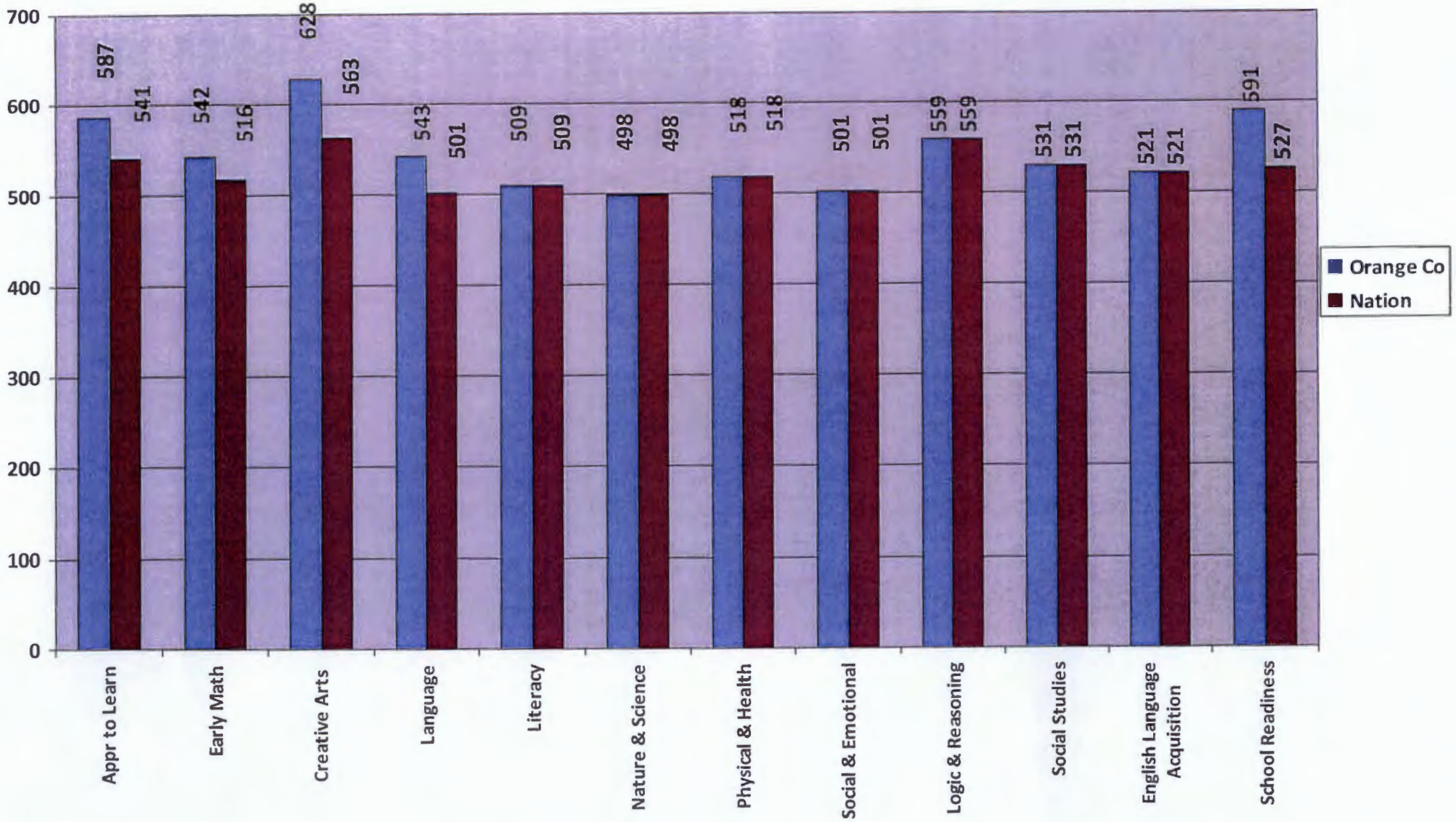
RECRUITMENT EFFORTS PER SITE 2016-2017

Site	# Recruitment Efforts	Summary
Aloma		
Bithlo	13	Sociedad Venezolana of Orlando, Fifth Third Bank Event, River Ridge Apartments, Christmas Historical Park, Community Health Center Bithlo, Corner Lake Family Dental, Aspire Health Partners, Catholic Charities of Central Florida, Bithlo Community Neighborhood, Aspire, Avalon Park Community Center, Iglesia de Dios Bithlo, East Point Fellowship Church, Liheap,
Callahan		City of Orlando, Department of Juvenile Justice, McDonalds
Denton Johnson		
Dover Shores		
East Orange	5	Timber lakes Apartments, Bonneville Elementary School, Castle Creek Elementary School, Camelot Elementary School, OTC Avalon Campus
Engelwood		
Evans		
Grand Avenue		
Hal P Marston		
John Bridges	3	Hope Community Center, Goodwill Job Connection Center, Retirees Friends of Orange County Community Action and Head Start
Lila Mitchell	3	Coconut Palms Apts., Middlebrooks Apartments, Island Club Apartment
Maxey		
Orlando Tech	3	City of Orlando, Department of Juvenile Justice, McDonalds
Pine Hills	5	Kwik Stop, Sr. Richard Sang, Central Florida Medical, The park @ Highgate, Sky Pines, Top Class Restaurant
South Orlando YMCA	2	Pizza Hut, Stearns Hearing
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
OCHS 3 and 4 Olds and National



Orange CountyHead Start
Education Service Area
Child Outcomes
8/15/2016-12/31/2016
4 year olds



Application of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards to For-Profit Head Start Grantees

eclkc.ohs.acf.hhs.gov

Subject: Application of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards to For-Profit Head Start Grantees

Instruction:

This Program Instruction notifies for-profit Head Start grantees of their obligation to comply with subparts A-E of the ***Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards***, commencing with fiscal years that begin on or after Jan. 1, 2017.

The *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards* at 45 CFR 75, commonly referred to as the Uniform Guidance, streamline grant management requirements. Pursuant to **45 CFR §75.101(c)** in the Uniform Guidance, Department of Health and Human Services' (HHS) awarding agencies may apply subparts A through E to federal agencies, for-profit entities, foreign public entities, or foreign organizations, except where the HHS awarding agency determines that to apply these subparts would be inconsistent with the international obligations of the United States or the statutes or regulations of a foreign government.

To maximize uniformity, the Office of Head Start will apply subparts A through E of the Uniform Guidance to for-profit grantees.

Subparts A through E are:

The following portions of the part:	Are applicable to the following types of Federal awards and fixed-price contracts and subcontracts (except as noted in paragraphs (d) and (e) below):	Are NOT applicable to the following types of Federal awards and fixed-price contracts and subcontracts:
This table must be read along with the other provisions in this section		
Subpart A—Acronyms and Definitions	—All	
Subpart B—General Provisions, except for §75.111, 75.112, and 75.113	—All	

Sections §75.111, 75.112, and 75.113	—Grant agreements and cooperative agreements	—Agreements for loans, loan guarantees, interest subsidies and insurance. —Procurement contracts awarded by Federal Agencies under the Federal Acquisition Regulations and subcontracts under these contracts.
Subparts C-D, except for §75.202, 75.303, 75.351-.353	—Grant agreements and cooperative agreements	—Agreements for loans, loan guarantees, interest subsidies and insurance. —Procurement contracts awarded under the Federal Acquisition Regulations and cost-reimbursement and subcontracts under these contracts.
§75.202	—Grant Agreements and cooperative agreements —Agreements for loans, loan guarantees, interest subsidies and insurance	—Procurement contracts awarded under the Federal Acquisition Regulations and cost-reimbursement and subcontracts under these contracts.
§75.303, 75.351-.353	—All	
Subpart E—Cost Principles	—Grant agreements and cooperative agreements, except those providing food commodities —All procurement contracts under the Federal Acquisition Regulations except those that are not negotiated	—Grant agreements and cooperative agreements providing food commodities. —Fixed amount awards. —Agreements for loans, loan guarantees, interest subsidies and insurance. —Federal awards to hospitals (See **Appendix IX**).

If you have questions about how these subparts apply to your program, please contact your Regional Office program specialist for assistance.

/ Ann Linehan /

Ann Linehan
Acting Director

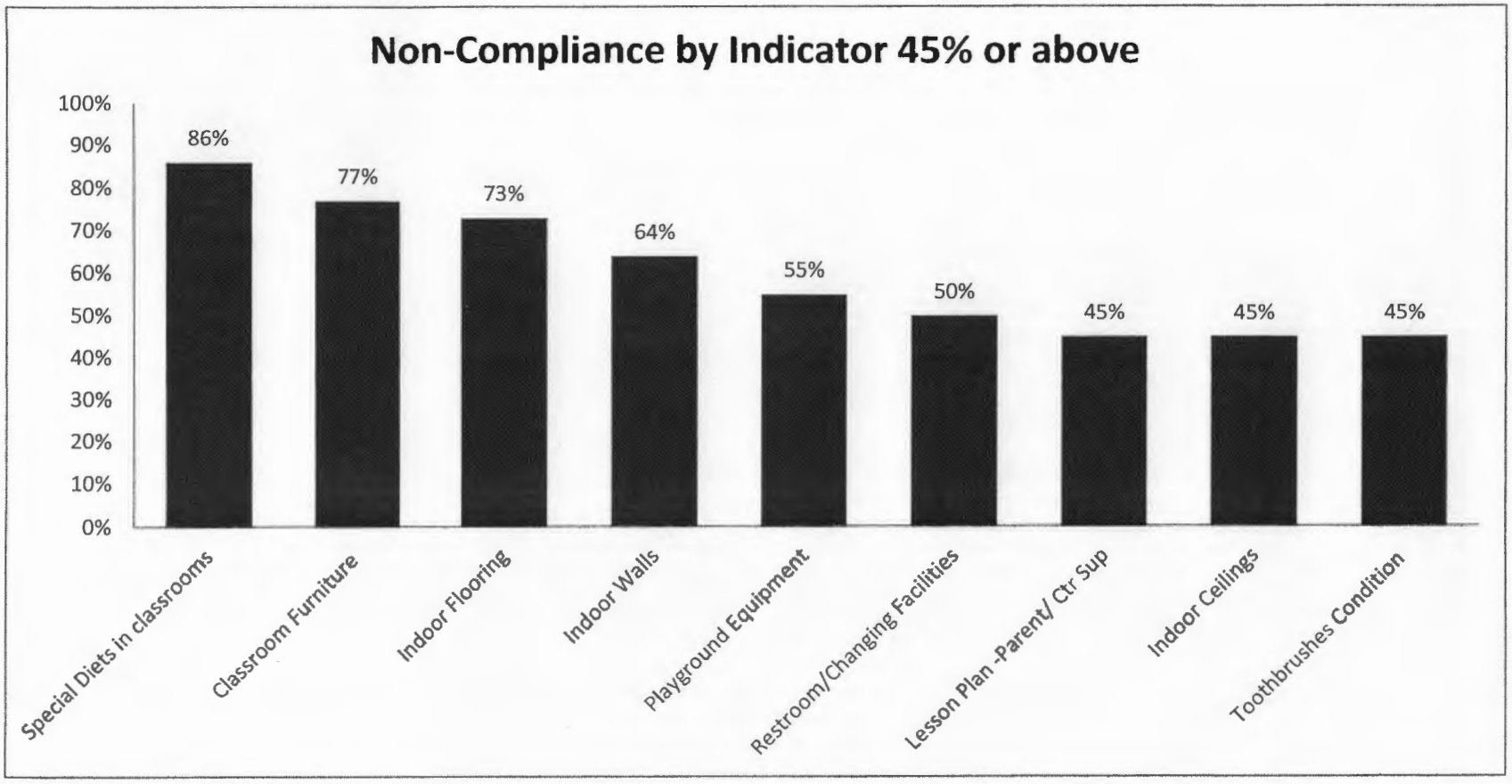
Orange County Head Start has established program goals to be achieved within the next five years in support of children's school readiness and family overall well-being. Each year, annual objectives will be established to identify the steps the program will take to achieve each goal. The Progress Summary Report provides key insight into the program's performance in meeting yearly objectives. Below are the results of the program's progress for 2015-2016.

Long Term Goal	Annual Objective	Overall Progress	Priorities for Next Year
#1: Orange County Head Start will create an environment that is more inclusive of fathers/father figures.	Orange County Head Start will develop and implement a systematic approach in all components of the program that create opportunities for the engagement and empowerment of fathers/father figures.	While, steps toward creating a father friendly environment are underway, the program's attempt at a step by step process of implementation faced several challenges; some of which were due to delays in the procurement process. The program has enhanced opportunities for fathers figures to engage in the program through activities, trainings, and committees; however, without the completion of an organizational assessment, measuring the program's level of father friendliness prior to these opportunities presents a challenge to determine whether the strategies implemented are working to make the program more inclusive of father figures.	1. Conducting a program wide Organizational Assessment of father friendliness. 2. Recruit community partners to serve on the fatherhood committee.
#2: To develop and implement a system that incorporates all service areas to increase the number of children that receive dental treatment.	Orange County Head Start will assess, renew, and strengthen efforts to: (a) increase collaborations with the local dental community (b) foster educating staff and families on the importance of oral health and (c) enhance the number of children that receive needed dental treatment.	Oral health has been effectively integrated across all service areas. All staff has been trained on oral health education and teaching staff are conducting oral health assessments during home visits. The program continues to work on enhancing oral health outcomes with the number of children who receive dental treatment and strategies to enhance the rate of compliance are currently still pending. A HSAC meeting was held in February 2016, however, information is not currently available on whether recruitment efforts to increase local dental health providers to serve on the committee were successful.	1. Develop the methodology to collect, aggregate, and analyze oral health data. 2. Assess families' capacity to advocate for their children's dental health needs.

Long Term Goal	Annual Objective	Overall Progress	Priorities for Next Year
#5: Foster community collaborations that enhance and support early childhood development while actively engaging community leaders, community services, advocates, and families.	Orange County Head Start will assess, renew and strengthen the quantity and quality of Memoranda of Understanding (MOU) Agreements with local community organizations to plan and implement ongoing opportunities that: (a) foster parent engagement, (b) improve school readiness, and (c) enhance health prevention, intervention and services.	Community partners have been recruited to serve on committees such as the HSAC, School Readiness, and PFCE Advisory Committee along with the Policy Council. As a direct result, membership on the School Readiness Committee has increased. Memoranda of Understandings (MOUs) were assessed and partnerships with the Adult Literacy League and Community Coordinated Care for Children (4C) were strengthened to provide improved access to services. In particular, the MOU with 4C enhances the process for transitioning from Early Head Start to Head Start within the Orange County service area. New partnerships were also established this year through an MOU agreement with the Orange County Library System which provides storytelling opportunities for children and library cards and training at parent meetings for parents. In addition, an MOU agreement with Valencia College was initiated which will provide college courses for parents & staff. The program will assess program data and identify additional partnerships needed to better connect families with community resources.	1. Review program data on parent needs to determine what additional partnerships are needed. 2. Market the program by sending out the Annual Report and/or presenting it to stakeholders.
#6: Improve the outcomes of children by strengthening the capacity of parents to become advocates in the lives of their children.	Orange County Head Start will assist in the acculturation process and success of new families moving to the county by: (a) implementing strategies to enhance parent's learning experiences, (b) enhancing their ability to be confident leaders for their families, and (c) improving school readiness for dual language learners.	The program has made enhancements to its classroom environment to ensure materials are available to ensure the environment is responsive to dual-language learners. A bilingual narration curriculum was purchased during the 2015-2016 school year for all classrooms to improve outcomes of children. Staff will receive training for implementation of the curriculum during the 2016-2017 program year. Family engagement activities have also been enhanced to increase the number of families who may benefit from the Abriendo Puertas/Opening Doors training program offered by Orange County Head Start. As a result, 35 Hispanic/Latino families graduated from the Abriendo Puertas/Opening doors program. However, assessment results and/or child/family outcomes were not readily available to determine if families and children benefited from the	1. Track the outcomes of dual language learners to identify if implemented strategies have made an impact on school readiness. 2. Partner with agencies in the community serving the Hispanic/Latino population. 3. Translate forms into Spanish.

You, for Later at 5 centers.

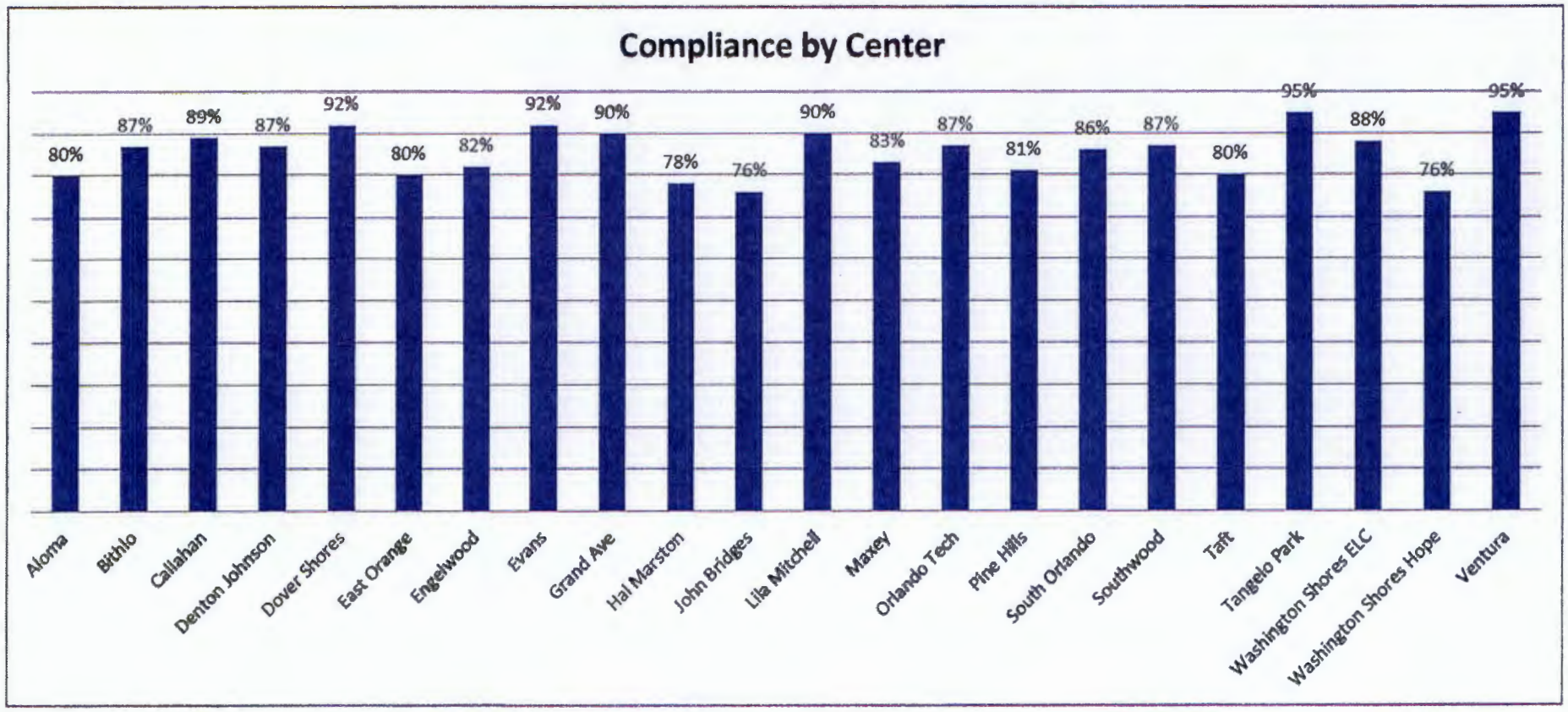
Long Term Goal	Annual Objective	Overall Progress	Priorities for Next Year
#9: Funded enrollment opportunities will be aligned with those geographical areas having the highest concentration of Head Start eligible children and families in need.	Orange County Head Start will establish a recruitment plan that (a) fosters collaborations with key stakeholders (b) forecasts future site locations and (c) focuses on enhancing the program's ability to make decisions regarding program options.	Based on the Community Assessment, funded enrollment opportunities were made available to children & families in the areas of greatest need. The development of the program's recruitment plan enabled the program to ensure families in these areas were able to apply for Head Start services.	1. Continue to utilize the recruitment plan to recruit families. 2. Continue to make adjustments to the selection criteria based on recommendations from the advisory committee. 3. Participate in community outreach monthly.


Non-Compliance by Indicator 45% or above
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
86%
77%
73%
64%
55%
50%
45%
45%
45%
Special Diets in classrooms
Classroom Furniture
Indoor Flooring
Indoor Walls
Playground Equipment
Restroom/Changing Facilities
Lesson Plan -Parent/ Ctr Sup
Indoor Ceilings
Toothbrushes Condition

Quality Assurance Monitoring Statistics

"First Monitoring"

School Year 2016-17



COMMUNITY ASSISTANCE PROGRAMS

AT RISK YOUTH PROGRAMS	
Wrap Around Orange	321-441-2370.
Orange County Youth Shelter	407- 836-7626
After School Zone - Main(ASZ)	407-836-7610
Robinswood Middle School (ASZ)	*407-296-5140*
Westridge Middle School (ASZ)	*407-354-2640*
BABY ITEMS	
Beta Center	407-277-7342
Center for Pregnancy	407-514-4517
Accept Pregnancy Center	407—654-0820
CHILD CARE	
Orlando Day Nursery	407-422-5291
4C	407-522-2252
Child support (enforcement)	800-622-5437
Florid Kid Care	888-540-5437
CONSUMER FRAUD	
Orange County Consumer Fraud	407-836-2490
CLOTHES	
Christian Help	407-834-4022
O.U.R. Mission Men's Division	407-423-3596
Mustard Seed	407-875-2052
Salvation Army Orlando	407-423-8581
CRISIS HOTLINE	
United Way Crisis Hotline	407-425-2624
DENTAL SERVICES	
Dental Society Referral	407-894-9798
Medicaid Dental	407-317-7851
Valencia College Dental	407-299-5000
Hope Community Center	407-880-4673
Community Health Center	407-905-8827
DISABILITY	
Disability determination	407-897-2970
Social Security Office	407-772-1213
Independent Living Center	407-623-1070
DRUG/ALCOHOL (Substance Abuse)	
Addictions Receiving Facility	407-245-0012
Aspire Health Partners	407-875-3700
DOMESTIC VIOLENCE	
Harbor House	407-886-2856
Help Now	407-847-8562
Victim Services Center	407-254-9415
EARLY CHILDHOOD EDUCATION	
Early Head Start (pre-school)	407-532-4352
Early Learning Coalition	407-522-2252
Orange County Head Start (Main)	407-836-6590
Hal Marston (Ext. 8484)	*407-836-8455*
Pine Hills (Ext. 9107)	*407-254-9112*
Grand Avenue (Ext. 3372308)	*407 245-1750*
Lila Mitchell	*407-254-9494*
VPK (pre-school)	407-532-4500

ELDER/SENIOR SERVICES	
Elder Abuse	800-962-2873
Seniors First	407-615-8987
Senior Resource Alliance	800-963-5337
Orange County Office on Aging	407-836-6563
Eldercare Locator Services	800-6771116
Central Florida YMCA	407-896-9220
EMERGENCY ASSISTANCE	
Catholic Charities	407-658-1818
EMPLOYMENT SERVICES	
Family Self-Sufficiency Program	407-836-9333
Community Action (Central)	407-836-9333
Hal Marston (Community Center)	407-836-8450
Holden Heights (Community Center)	407-317-7635
Career Source Central Florida	407-531-1222
Urban League	407-841-7654
Christian Help	407-834-4022
Unemployment Compensation	800-204-2418
FAMILY COUNSELING (Family Support Services)	
Family Counseling	407-254-9370
Family Preservation & Stability	407-836-9529
Family Resource Program	407-836-6534
Ivey Lane (Neighborhood Center)	*407-254-9491*
Pine Hills (Neighborhood Center)	*407-294-3519*
Tangelo (Neighborhood Center)	*407-226-1714*
FINANCIAL ASSISTANCE	
Orange County Crisis Assistance	407-836-6500
Community Service Center	407-482-0404
Jewish Family Services	407-644-7593
Salvation Army – Orlando	407-423-8581
Urban League	407-841-7654
Catholic Charities	407-245-0999
FOOD (Emergency Food Pantries)	
Loaves and Fishes	407-886-6005
Jewish Family Services	407-644-7593
Calvary Outreach Center	407-790-4968
Brother's Keeper	407-849-0735
Christian Service Center	407-425-2523
The Olive Branch	407-425-7303
Delany Street Baptist	407-422-0758
Catholic Charities	407-658-1818
Iglesia Buatista El Camino	407-679-4948
Iglesia el Cavario	407-351-4151
St. John Vianney	407-826-4868
Mt. Sinai Missionary	407-299-8820
Sanctuary of Praise	407-294-5487
FURNITURE	
Mustard Seed	407-875-2052

Revised 12/21/2016

COMMUNITY ASSISTANCE PROGRAMS

HELPLINES (Referral Assistance)	
United Way (211)	407-839-4357
Orange County (311)	407-836-3111
HEALTH CARE/MEDICAL SERVICES	
Primary Care Access Network	407-836-7191
Pine Hills Family Health Center	407-905-8827
Apopka Family Health Center	407-886-6201
Orange Blossom Family Health	407- 428-5751
Health Department	407-836-2600
HIV	407-836-2600
Prescription Assistance	407-905-8827
Orange County Medical Clinic	407-836-7100
Children's medical services	407-856-6519
Healthcare for the Homeless	407-428-5751
HOUSING & SHELTER	
Homeless Services Network	407-893-0133
Shelter Plus Care	407-836-6534
Coalition for the Homeless	407-426-1250
Section 8 Housing	407-895-3300
Florida Housing Assistance	888-447-2977
LEGAL SERVICES	
Lawyer referral	407-422-4551
Legal aid society	407-841-8310
MEDICAID & MEDICARE	
Medicaid customer service	407-254-1055
Medicaid (area 7)	407-317-7851
Medicare (information)	800-633-4227
MENTAL HEALTH	
Aspire Health Partners	407-875-3700
Mobile Crisis Services (0-17)	407-839-4357
Wraparound Orange (16-21)	407-836-7027
Open Table (Young Adults)	407-836-6547
Juvenile Assessment Center	407-836-8800
NEIGHBORHOODS	
Preservation & Revitalization	407-836-5606
PARENTING	
B.E.T.A Center Inc.	407-277-1942
Bicycle helmet	407-422-1416
PREGNANCY SERVICES	
Healthy Start	407-741-5240
B.E.T.A.	407-277-1942
Shepherds Care	407-277-1942
Center for Women	407-628-5433
SHELTER SERVICES	
Coalition for the Homeless	407-426-1256
Rescue Mission Orlando	407-321-8224
Central Care Orlando	407-299-6146
Salvation Army	407-423-8581
SOCIAL SERVICES	
Department of Children &Families	800-762-2237
Family Resource Program	407-836-6534

Heart of Florida United Way	407-835-0900
Student financial aid	407-433-3243
Transitional housing	352-360-6595
Food stamps	888-356-3281
WIC Offices (central)	407-858-1494
US Immigration Service	800-375-5283
Catholic Charities Refugee Service	888-658-2828
STUDENT FINANCIAL AID	
Federal Student Aid	800-433-3243
TRANSPORATION	
Lynx bus & van	407-841-2279
TUTORING/EDUCATION	
Orange County Public Schools	407-317-3340
Adult Literacy League	407-422-1540
UTILITIES	
Low Income Energy Assistance	407-836-7429
Weatherization Assistance	407-836-7422
VETERANS SERVICES	
Orange County Veteran's Services	407-836-8990

Revised 12/21/2016

ORANGE COUNTY GOVERNMENT
HEAD START

POLICY COUNCIL MEETING MINUTES (corrected)

1768 East Michigan Street
Orlando, FL 32806
December 15, 2016

Attended By:

Jeneka Lloyd	Past Parent	Chairperson
Cecilia Pierre	Aloma	Representative
Idalmis Echevarria	Bithlo	Secretary
Annakay McCrae	Callahan	Representative
America Cameron	Callahan	Alternate
Charmaine Jobson	East Orange	Vice-Chairperson
Natalia Garcia	Engelwood	Representative
Tameika Ward	Grand Avenue	Representative
Jessica Rosa	Grand Avenue	Alternate
Jacqueline Eugene	Hal P. Marston	Treasurer
Leah Ackerman	Orlando Tech	Alternate
Heather Chisholm-Wright	Pine Hills	Parliamentarian
Abigail Soriano	Southwood	Representative
Lauren Arce	Southwood	Alternate
Shearly Mirabal	Taft	Representative
Tania Garcia-Estrada	Ventura	Representative
Tonette Vance	WS / ELC	Representative
Victoria Siplin	Commissioner	BCC
Tina Wells	Aide	BCC

Visitors:

Kim Marlow	OCPS
AnnMarie Alvarado	CHS EHS
Dexter Nelson	Community Rep Nominee
Tene Polite	Southwood

Staff:

Polly Bouler	Teacher Assistant	Hal Marston
Sandra Moore	Admin Assistant	Main Office
Pedro Berrios	Warehouse Tech	Warehouse
Danette Martin	Center Manager	WS/ELC
Milagros Font	Sr. Program Manager	Main Office
Shayla Brown	FSW	Pine Hills
Toinett Stenson	Center Manager	Callahan
Avis McWhite	Sr. Program Manager	Main Office

Mercedes Grullon Center Manager John Bridges

Call to Order by: Jeneka Lloyd 6:42pm

Roll Call by: Idalmis Echevarria

Quorum Established: Jeneka Lloyd

Chairperson Jeneka Lloyd request motion to adopt agenda.
Motion: Cecilia Pierre, Aloma, Representative
Second: Shearly Mirabal, Taft, Representative
Status: The motion was carried with no objections

Speaker:
Kim Marlow OCPS Magnet Programs – There are currently 36 Magnet Programs in Orange County and there will be 38 by 2017-18 school year. November 1st Open Application thru February 15 (closes). Lottery/Randomized. Summer Wait list will open around May.

Chairperson Lloyd requested a motion to accept changes in minutes for November.
Motion: Heather Chisholm-Wright, Pines Hills, Representative/ Parliamentarian
Second: Charmaine Jobson, East Orange, Representative/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.

Chairperson Lloyd requested a motion to accept Avis McWhite recommendation for hire.

Motion: Shearly Mirabal, Taft, Representative
Second: Tonette Vance, Washington Shores ELC, Representative
Status: The motion was carried with no objections

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

Motion: Jaqueline Eugene, Hal P. Marston, Treasurer
Second: Tonette Vance, WS/ELC, Representative
Status: The motion was carried with no objections

Status of Board of County Commissioners Vote Report: Helen Hill
Info/Updates: Sept. 2016, Policy Council Minutes Aug. 18, 2016
Info/Updates Oct. 2016, Policy Council Minutes Sept. 15, 2016

Head start Division Manager Report: Sonya Hill, Pg. 27

- 100% Compliance on Inventory
- Complete Phase 1 ADA Playgrounds @ Lila, Southwood, Taft, East Orange

- OCHS was not selected for grant proposed at the last Policy Council meeting
- OCHS was featured in an article in the Orlando Sentinel

Commissioner Report:

Commissioner Victoria Siplin gave liaison report announced her Vice Mayor induction will be held on Tuesday, December 20, 2016 @ 2pm BCC Chambers.

Service Area Reports:

Milagros Font, reviewed meals report, medical dental reports, and disabilities reports announced opening bids for contract. Also mentioned ADA playgrounds.

Avis McWhite, reviewed child outcomes

Old Business:

A. Budget Training- Sandra Ruff

B. Attendance Recognition

C. Getting Ahead Update- Had Selection Hearing earlier today. Approved members will be announced shortly.

New Business:

a. Dexter Nelson was presented to the Policy Council to become a Community Representative

Chairperson Lloyd requested a motion to accept the Community Representative Dexter Nelson.

Motion: Jaqueline Eugene, Hal P. Marston,Treasurer
Second: Abagail Soriano, Southwood, Representative
Status: The motion was carried with no objections

b. Abriendo Puertas – Congratulations to 23 Graduates

c. Selection Criteria

Chairperson Lloyd requested a motion to accept the Eligibility Priority Selection Criteria for 2017-18.

Motion: Tonette Vance, WS ELC, Representative
Second: Cecilia Pierre, Aloma, Representative
Status: The motion was carried with no objections

d. Committee Meeting (tabled)

e. In-kind Solicitations- Must go through center manager

Public Comment:

Recognition: Dexter Nelson (Brief Statement by Mr. Nelson) of Mommy Moments.
Jeneka Lloyd- Brief commentary
Tonette Vance- Brief commentary

Chairperson Lloyd requested a motion to adjourn meeting
Motion: Dexter Nelson, Community Representative
Second: Tonette Vance, WS ELC, Representative

Adjourn: 8:24pm

Signature Jeneka Lloyd Date 2/17/17

NEXT POLICY COUNCIL MEETING
JANUARY 19, 2017
GOV- Great Oaks Village Dining Hall
1768 E. MICHIGAN STREET
ORLANDO, FL 32806
6:30 pm

Orange County Head Start

January 19, 2017

Quality Assurance

INSIDE THIS ISSUE:

Purpose	1
Monitoring & Evaluation Coordinator's Role	1
Ongoing Monitoring	2
Administrative Reports	2
Data Analysis	2
SOPs	3

The Purpose of Quality Assurance is to:

- Ensure the program is in full compliance with the Office of Head Start Performance Standards and other applicable rules & regulations
- Identify any health and safety concerns that may affect the quality of care provided to your children
- Provide information for management to make decisions about program impr and support continu improvement

Monitoring & Evaluation Coordinator's Role-

1. Ongoing Monitoring
   - Environmental Health & Safety Monitoring
   - Comprehensive File Monitoring
   - Internal Monitoring

   Suite Oversight
   - Facilities
2. Administrative Reports
   - Program Progress Monitoring
   - Self-Assessment
   - Annual Report
3. Data Analysis
   - PIR Monitoring
   - Training & Professional Development
   - ChildPlus Data Management

Ongoing Monitoring Process

Two unannounced monitoring reviews are conducted beginning the end of Sept.; One in the Fall and one in the Spring.

Environmental Health and Safety Inspections take place at all 22 centers/84 classrooms. The QA Health & Safety Checklist is the monitoring instrument used to conduct the inspection.

During the monitoring of each center a comprehensive file review is completed. The number of files reviewed is based on 10% of the center's funded enrollment. The QA Comprehensive File Checklist is the monitoring instrument used to conduct the file review. Monitoring Results are shared with management and service area staff within 5 days after the monitoring is complete. Responsible staff have 20 days to complete a corrective action plan. A follow up site visit occurs to ensure corrective action plans have been implemented.

Administrative Reports

Program progress monitoring occurs on a quarterly basis to measure the achievement of progress toward meeting yearly objectives and long term goals. Progress reports will be shared with staff, Policy Council, and the governing board to inform them of the program's progress.

Each year the program must conduct a Self-Assessment to identify progress on goals and objectives and determine if there are any areas of concern. Results of the Self-Assessment are shared in a report to staff, Policy Council, and the governing board and are used to develop a Program Improvement Plan.

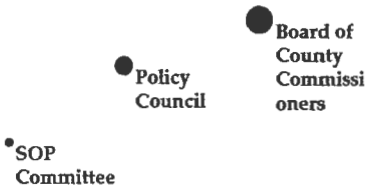
Data Analysis

Creating a culture that embraces data within our organization to ensure a successful transition from compliance to continuous quality improvement.

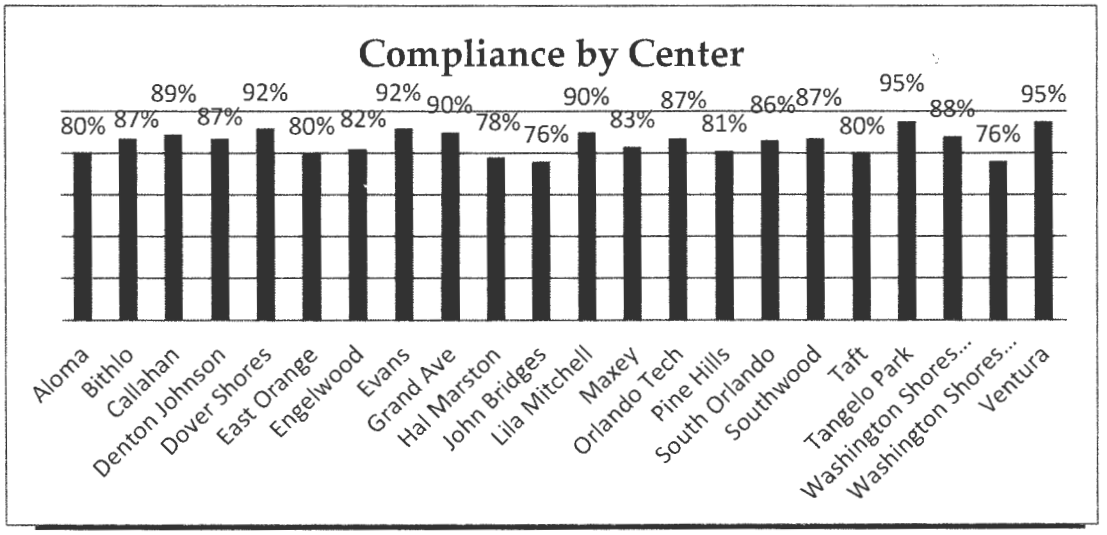
The Program Information Report (PIR) is monitored monthly using established performance benchmarks. The results of the monitoring are shared with management staff and responsible staff have 15 days to make corrections. The monitoring of the PIR ensures program performance outcomes are reported accurately and timely to the Office of Head Start.

Standard Operating Procedures

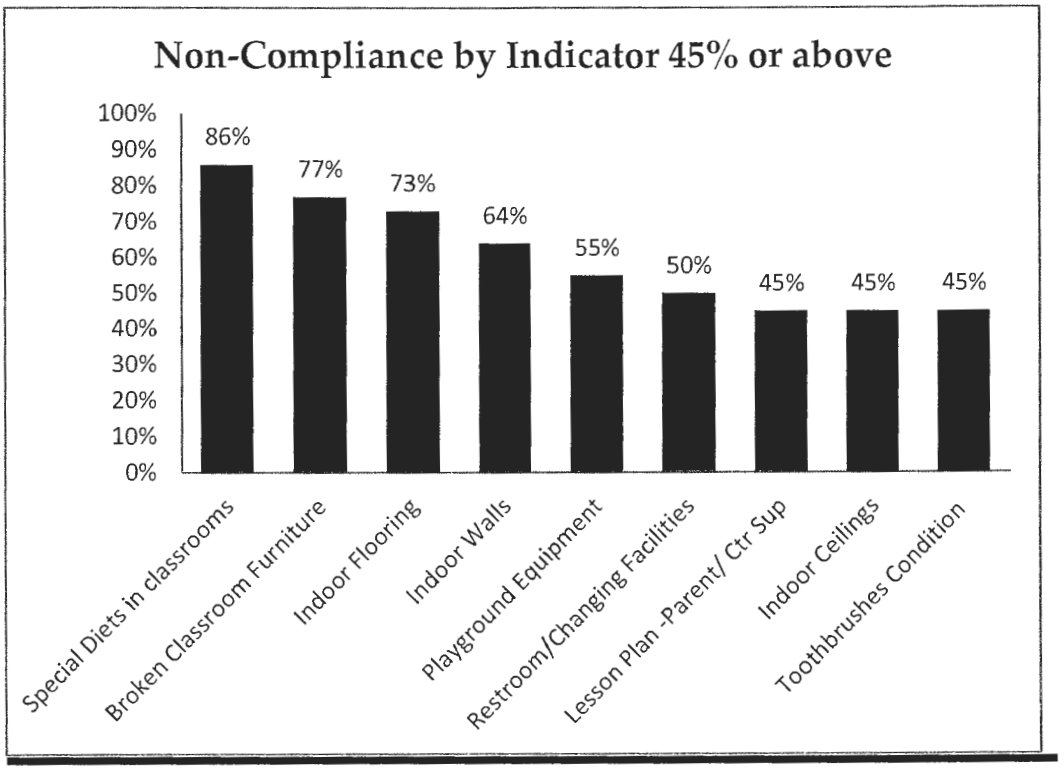
The Quality Assurance Unit assists the program in the establishment, review, and revision of policies and procedures by facilitating the SOP Committee. Meetings occur to ensure SOPs developed are in compliance with Head Start Program Performance Standards, Orange County Policies & Procedures, and other applicable laws and regulations. SOPs reviewed by the SOP Committee are submitted to the Policy Council and the governing board for review and final approval.



Compliance Statistics



Compliance Statistics



Quality Assurance Contact Information

Ashley Gay
Phone 407-836-6540
E-mail Ashley.Gay@ocfl.net

Shauna Kirby
Phone 407-836-6553
E-mail Shauna.Kirby@ocfl.net

Raquel Sapeg
Phone 407-836-8951
E-mail Raquel.Sapeg@ocfl.net

Our Office:
Orange County Head Start
2100 E. Michigan St.
2nd Floor
Orlando, FL 32806

POLICY COUNCIL COMMITTEES

2017

Executive Committee: Jeneka Lloyd, Charmaine Jobson, Jacqueline Eugene, Heather Chisholm-Wright, and Idalmis Echevarria

Concerns Committee: Simoane West, Emily Cortes, Yameli Roman

Personnel Committee: Jeneka Lloyd, Charmaine Jobson, Jacqueline Eugene, Heather Chisholm-Wright, and Idalmis Echevarria

Planning and Budget Committee: Lakeisha Tolbert, Blanca Vallejo, Cedric Reese

Advisory Committee: Tonette Vance, Darline Demosthene, Tiffany Thomas, Jazmyn Yon

Nominating Committee: Shearly Mirabal, Kegan Troutman, AnnaKay McCrae, America Cameron

Advocacy and Leadership Committee: Amanda Nunes, Leah Ackerman, Jennifer Molina, Bianca Santos

Standard Operating Procedures Committee: Lakeshia Singleton, Abigail Soriano, Lauren Arce, Courtney Sanders, Tramelaine Brown

Father/Male Engagement Committee: Malcolm Scarlett, Jason Marshall, Edwin Soto, Kegan Troutman, Wilthere Philistin, Cedric Reese

By-Laws Ad-Hoc Committee: Tameika Ward, Jessica Rosa, Celeste Coleman, Jenny Johnson

Special/Ad-Hoc Committee: Blanca Vallejo, Tiffany Thomas, Jazmyn Yon

ORANGE COUNTY GOVERNMENT
HEAD START
2017 PARENT ACTIVITY FUND REQUEST

Aloma	LOCATION	DATE	PRESENTER / TOPIC / ACTIVITY
#1 - Family Well Being	Aloma Head Start	2/10/17	CPR/First Aid Maria Gonzalez Food Choice: Publix
Bithlo			
#1 – Family As Learners	Bithlo Conference Room	TBA	CPR
#2 – Family Well Being	Bithlo Conference Room	TBA	Budget Workshop
Callahan			
#1 Family Well Being	Callahan	3/1/16	Alfreida Siplin A&D Financial Svcs
Denton Johnson			
#1 – Family Connections to Peers and Community	Audobon Center for Birds of Prey	Feb 2017	Nature Walk
#2 Family Engagement	Denton Johnson	Feb 2017	Game Night / Guest Speaker
Dover Shores	Location		
#1 Family Well Being	Dover Shores Cafeteria	March 2017	Health & Safety Presentation with First Aid Kit
#2 Family as Learners	Dover Shores Cafeteria	March 2017	Nutrition Presentation with Kitchen Measuring Item
#3 Family as Learners	Dover Shores Cafeteria	March 2017	Speech Therapy with Children/Books and or Flash Cards
East Orange			
#1 Positive Parent Child Relationship	East Orange		Positive Discipline
#2 Family Engagement in Transitions	East Orange		Transition to Kindergarten
Engelwood			
#1 – Family Well Being	Engelwood	March 8, 2017	Omar Cardona, Luz Perez: How to Talk to Your Child About Difficult Things/Solutions
#2 – Family Well Being	Engelwood	March 14, 2017	Maria Gonzalez. Head Start Nurse
Evans			
#1 – Family Well Being	Evans Cafeteria	March 8, 2017	Hands on Homes In Partnership
#2 – Families As Learners	Evans Cafeteria	March 8, 2017	Orlando Tech and Adult Literacy League

Grand Avenue	LOCATION	DATE	PRESENTER / TOPIC / ACTIVITY
#1 – Family Well Being	AMF Bowling Alley	April 2017	
#2 – Family Well Being	Grand Avenue	April 2017	Fitness Day
Hal Marston			
#1 - Family Well Being	Hal Marston	April 2017	Family Photos
#2 – Family as Learners	Hal Marston	April 2017	Spa Day
John Bridges			
#1 Positive Parent Child Relationship	John Bridges	March 22, 2017	Dena Aremu, Lourdes Ramos
#2 Family as Learners	John Bridges	April 12, 2017	Vidya Deonarine, Nieto Vilma – School Readiness
Lila Mitchell			
#1 – Family Well Being	Lila Mitchell	March 9, 2017	Housing Workshop – Ramon Pleas
#2 – Family Well Being	Lila Mitchell	March 9, 2017	Credit Counseling – Ramon Pleas
Maxey			
#1 – Family Connections to Peers & Community	Winter Garden Bowl	March 28, 2017	Bowling Day
#2 Positive Parent Child Relationship	Maxey Community Center	March 28, 2017	Arts & Crafts
Orlando Tech			
#1 – Family Well Being	Orlando Tech	February 1, 2017	Jacqlin Raguain / Red Cross
Pine Hills			
#1 – Family as Learners	Pine Hills	March 15, 2017	JuanMatos – First time home buyers to provide info and training
#2 – Family as Learners	Pine Hills	March 15, 2017	Clear Point Credit Counseling – Credit Repair and financial goals
South Orlando YMCA			
#1 – Family Well Being	SOYMCA	March 21, 2017	Maria Gonzalez - Head Start Nurse: First Aid Tips
Southwood			
#1 Family Well Being	Southwood Cafeteria	April 5, 2017	Couponing workshop
#2 Family Well Being	Southwood Cafeteria	April 5, 2017	Budgeting Workshop
Taft			
#1 – Family Well Being	Taft	February 2017	On Line Course eCPRcertification.com
#2 – Families as lifelong educators	Taft	March 2017	Ivelisse Alvarez – Med Kids Counseling
Tangelo Park			
#1 – Family Connections to Peers and Community	Tangelo	April 2017	First Response Training Group

Ventura	LOCATION	DATE	PRESENTER / TOPIC / ACTIVITY
#1 Family Well Being	Ventura	TBD	Speech Therapy with children books & or flash cards
#2 Family Well Being	Ventura	TBD	Health & Safety Presentation with first Aid Kit
#3 Family Well Being	Ventura	TBD	Nutrition presentation with Kitchen Measuring items
Washington Shores ELC			
#1 – Family as Learners	WS/ELC	April 13, 2017	Harry Bing – Remax Realty
Washington Shores @ the Hope			
#1 – Family Well Being	Dr. I. Sylvester Hankins Park	March 15, 2017	Field day and picnic

CFHLA.org HOSPITALITY CAREER FAIR 2017

TUESDAY JAN 31ST, 2017 10AM - 2PM

Orange County Convention Center
North Concourse - N220

Including On-Site Representatives From:

Bluegreen Corporation - The Fountains Resort
Caribe Royale Orlando
Diamond Resorts International
DoubleTree by Hilton Orlando at SeaWorld
Four Seasons Resort Orlando at Walt Disney World Resort
Hyatt Regency Grand Cypress
Hyatt Regency Orlando
Landform of Central Florida
Loews Hotels
Marriott Vacation Club
Omni Orlando Resort at ChampionsGate
Orange Lake Country Club, Inc.
Orlando World Center Marriott
Park Inn by Radisson Orlando - Celebration
Renaissance Orlando at SeaWorld
Reunion Resort & Club
Vistana Signature Experiences
staySky Hotel & Resorts
Towne Park
Villas of Grand Cypress
Walt Disney World Swan and Dolphin
Westin Orlando Lake Mary Orlando North

IN PARTNERSHIP WITH:

CareerSource CENTRAL FLORIDA

OrlandoJobs.com
YOUR CITY. YOUR JOBS.

COMPLIMENTARY PARKING AND CHILDCARE!

Questions? Please Contact: The Central Florida Hotel & Lodging Association
6675 Westwood Blvd. Suite 210 - Orlando, FL 32821
P: 407-313-5000 - F: 407-313-5050 - What's New? www.CFHLA.org

DRIVING DIRECTIONS AND PARKING INFORMATION

CAREER FAIR: NORTH BUILDING

The North Concourse, located inside the OCCC's North Building (highlighted in red), faces Universal Boulevard. The street address for the North Concourse is 9400 Universal Boulevard, Orlando, FL 32819.

LYNX BUS ROUTES

From the Airport, please use Lynx 42 Bus

From Downtown Orlando, please use Lynx 38 Bus

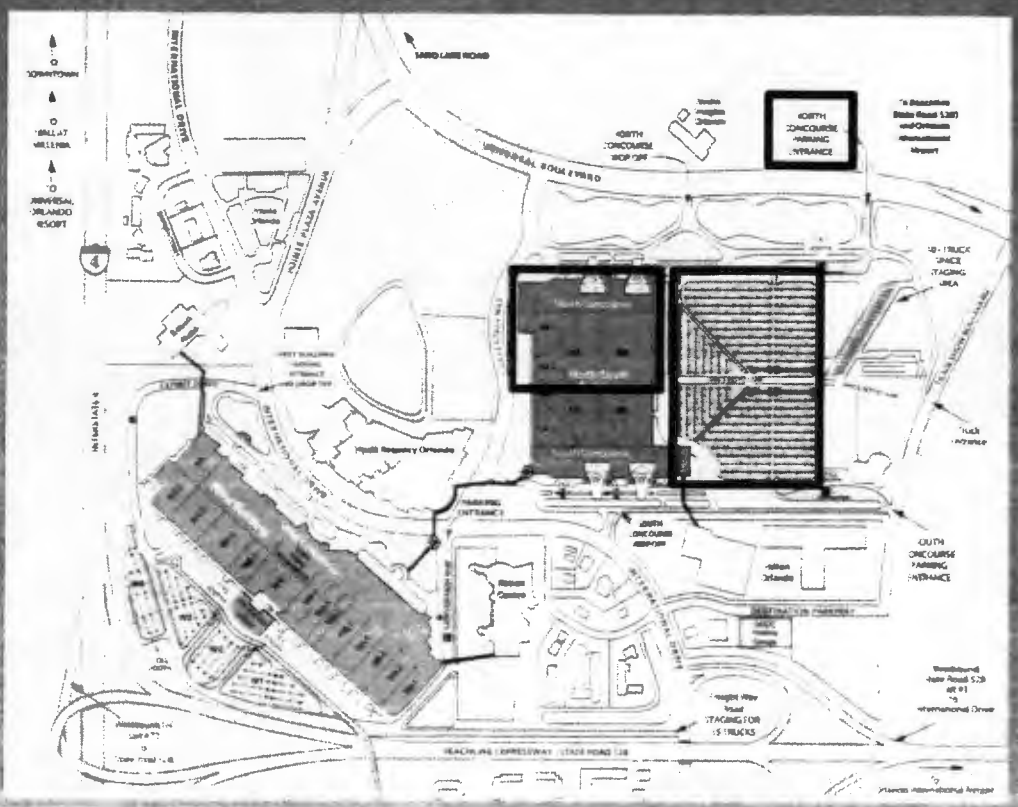
PARKING (HIGHLIGHTED IN BLUE)

The parking lot for North and South Building / Concourse can be accessed by two entrances - Universal Blvd (North Side) or International Drive (South Side).

For more information relating to Convention Center Navigation - please visit

www.OCCC.net

PARKING IS COMPLIMENTARY FOR ALL CAREER FAIR ATTENDEES!



Been Arrested?

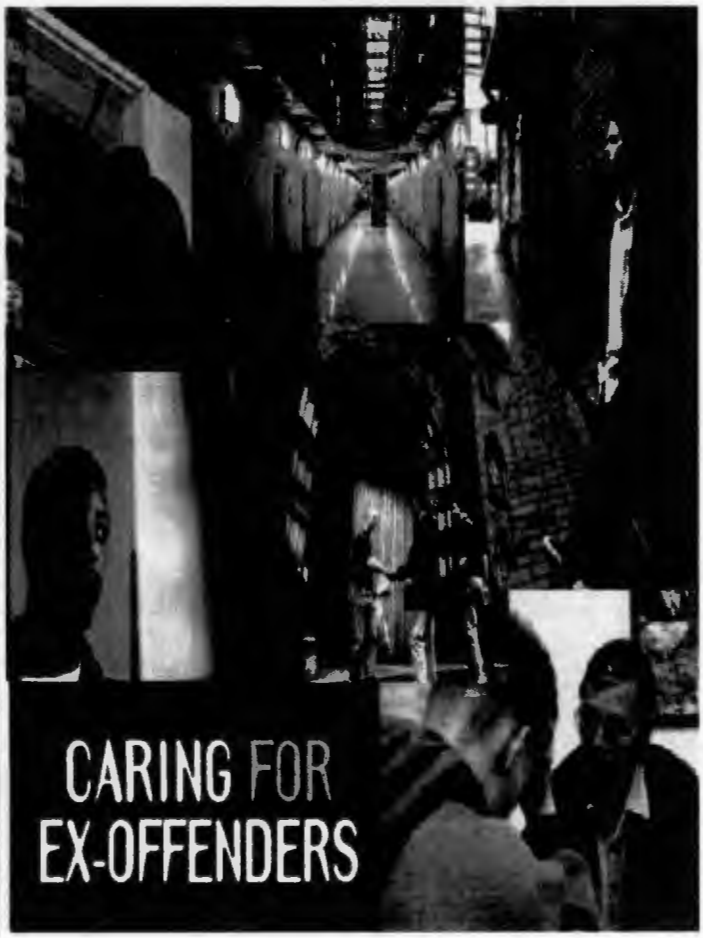
Need Help?

Call us; 407-219-7625

www.hishealinghand.com

reentry@hishealinghand.com

mail us at: PO Box 1854 Goldenrod, FL 32733



reintegrating individuals
into the community

CARING FOR EX-OFFENDERS
reintegrating individuals into the community

His Healing Hand Ministries and Final Freedom Aftercare provide a wide range of services here in Central Florida for ex-offenders, those currently on probation or parole, returning from a time in county, state, or federal correctional facilities or offenders to the Orange and Seminole County areas.

We serve those who need help with reentry and aftercare with the following services;

Job Search help

Apprenticeship program info

Addiction and recovery program information and placement

Resume help

Training information for various trades

Career Planning and counseling

A list of companies that hire ex-offenders

Bonding information

Mentors and life coaches

Tax credit information

Our mobile phone number is

407-219-7625

Our Office locations

Goodwill Job Center East

On Mondays 9 to 1

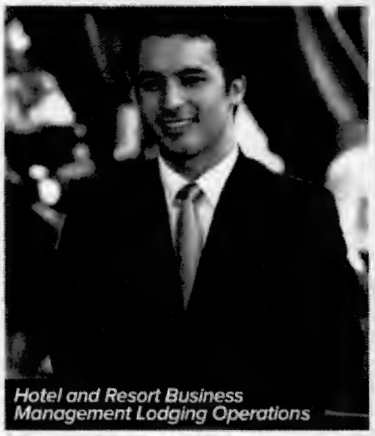
3911 E. Colonial Dr. Orlando, FL 32803

Goodwill Job Center West

3200 West Colonial Orlando, FL 32808

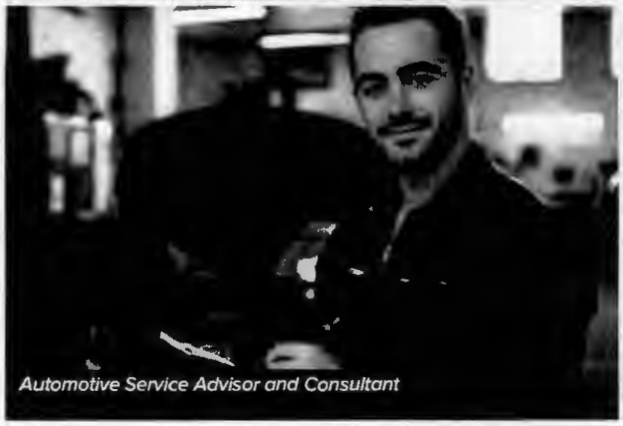
On Thursdays 9 to 1

Career Pathway Training


Hotel and Resort Business Management Lodging Operations

Patient Care Technician

Emergency Medical Technician


Automotive Service Advisor and Consultant

Health Unit Coordinator and Monitor Technician

Certified Nursing Assistant

Earn Your GED *and* Study for Your New Career **At the *Same* Time**

For more information, please contact Erica Ashe-Lane by email at **Ericka.Ashe-Lane@ocps.net,** or by phone at **407.251.6000 ext. 7026177;** or Mildred Kuilan by email at **mkuilan@careersourcecf.com,** or by phone at **1.800.757.4598 x3380.**

ORANGE TECHNICAL COLLEGE

CareerSource CENTRAL FLORIDA

Tailored From *Every* Angle.

1.800.757.4598 | careersourcecentralflorida.com

Flyer Expiration Date: 03.31.17

CareerSource Central Florida is an equal opportunity employer/program. Call 407.531.1222 for more information. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711. Disponible en Español.

APOPKAYOUTHWORKS

Career Exploration June 5-July 28, 2017

CareerSource CENTRAL FLORIDA

- Available to High School Juniors & Seniors in the Apopka area.
- Earn $8.50/hour
- AYW offers:
  - Mentoring
  - Occupational Skills Training,
  - Leadership Development,
  - Financial Education
  - Summer Employment

Important Dates

- Feb 28th -Applications Due
- March 21st-Career Showcase
- April-AYW Orientation
- June 5-9th-Workplace Skills Training
- June 12- July 28th- Career Exploration

Explore Careers

Construction	Hospitality
Education	Manufacturing
Engineering	Retail
Food Service	Science
Healthcare	Technology

www.apopkayouthworks.com

CONTACT: DR. SHAKENYA HARRIS-JACKSON P: 407-703-1819 E: SJACKSON@APOPKA.NET

Lonnie C. Bell Jr.
Director, Family Services

Orange County Government

HEAD START

Sonya L. Hill
Head Start Division Manager

POLICY COUNCIL

PROGRAM

INFORMATION & UPDATES

FEBRUARY 2017

Orange County
Family Services Department
Head Start Division

POLICY COUNCIL MONTHLY MEETING

Who: **Policy Council Members**

Date: **THURSDAY- FEBRUARY 16, 2017**

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

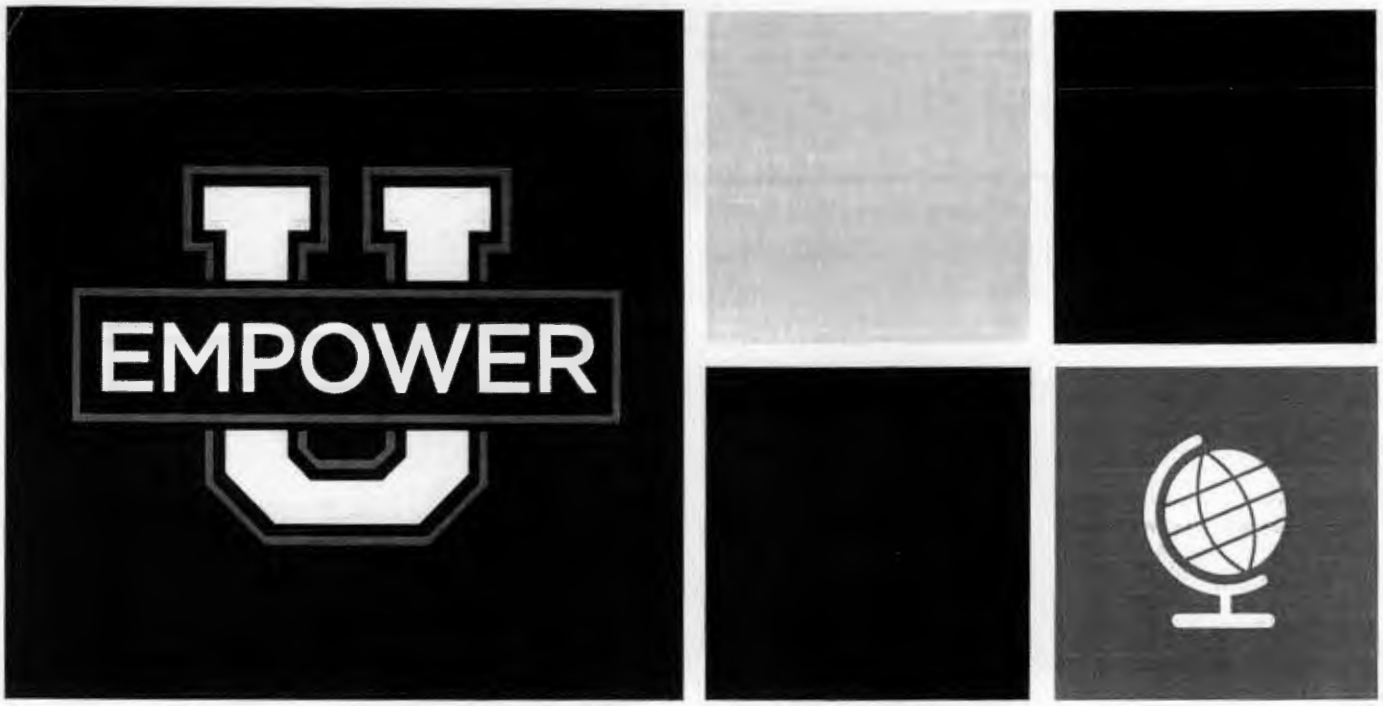
February 16, 2017
MEETING STARTS AT 6:30 p.m.

1. ***Call to Order – Chairperson***
2. ***Roll Call – Secretary***
3. ***Adoption of Agenda***
4. ***Speakers – Fifth/Third Bank, Orlando Fresse & Steve Martin***
5. ***Secretary Report***
   a. ***Review of January 19, 2017 Minutes***
   b. ***Corrected minutes from December 15, 2016***
6. **Human Resources Report**
7. **Budget Report**
8. **Status of Board of County Commissioners Vote- Helen Hill**

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

   a. **Head Start Policy Council Program Information and Updates November 2016**
   b. **Head Start Policy Council Special Call Meeting Minutes October 2016**

9. **Head Start Division Manager's Report – Sonya Hill, Head Start Division Manager**
10. **Commissioner/Commissioner's Liaison Report- Commissioner Victoria Siplin**
11. **Service Area Reports**
12. **Old Business**
    a. **Region IV Update**
    b. **FHSA Update**
13. **New Business**
    a. **Self-Assessment Schedule – Shauna Kirby**
    b. **School Readiness AP1 Update – Avis McWhite**
    c. **Parent Training Institute**
    d. **Fatherhood Breakfast**
    e. **Father Daughter Dance**
14. **Public Comment**
15. **Adjourn**



Financial Empowerment Program

Course Overview

FIFTH THIRD BANK

For education purposes only.

9462 | 03/16

Empower U Modules

FINANCIAL HEALTH

- Budgeting & Saving Money
- Boost Your Credit Score
- Strategies to Slash Your Debt
- Protecting Your Identity
- Basic Estate Planning[1]

FINANCIAL CHECKUP

- Financial Checkup 101

INVESTMENT AND PLANNING

- Retirement—When & How to Start Planning[1]
- Insurance Planning Basics[1]
- Understanding Investments[1]

HOME OWNERSHIP

- Preparing for Home Ownership
- Home Equity & Refinancing

EDUCATION AND HEALTH SAVINGS

- Choosing the Right College Saving[1]
- Health Savings Accounts

EMPOWER U

Course Descriptions

Each class is 30 minutes and has a specific topic. Classes do not need to be taken in any particular order, however, the more classes you take, the more financially fit you will become.

- **Financial Checkup 101**
  This class will give you a quick overview of all the various financial options/decisions you may face throughout your life. Saving, budgeting, identity protection, using credit wisely, homeownership, investing options, and saving for college will all be covered.

- **Budgeting & Saving Money**
  In this class, you will learn how to create a budgeting process that will work for you and get you on track to meet your own personal financial goals. You will learn how to save—no matter your income level, amount of debt or fear of the process.

- **Boost Your Credit Score**
  Credit can be your friend or enemy. You will learn what credit means, why it's important, how to clean up bad credit and how to establish good credit in this class.

- **Strategies to Slash Your Debt**
  Learn how to slash your debt with four different approaches, and learn the ways to help prevent yourself from getting into debt in the future.

- **Protecting Your Identity**
  Learn the very real threat of identity theft and how to protect yourself and your family against it.

- **Basic Estate Planning***
  Although a difficult topic to consider, this class will provide critical information you need to consider regarding your estate. Estate planning is one of the most important steps you can take to make sure that your final property and health care wishes are honored, and that your loved ones are provided for in your absence.

- **Retirement: When & How to Start Planning†**
  Retirement savings is an important consideration at every stage of your life—whether you are just embarking on a career, moving up the ladder or planning your retirement party. This class will provide an overview of important retirement considerations.

- **Insurance Planning Basics†**
  This class will focus on how to protect your family, your property and yourself in the event of an accident, illness, disability or death.

- **Understanding investments†**
  Investments are an important part of accumulating wealth to increase your financial stability and save for your future. This class will give you an overview of how to go about investing and give you the tools necessary to begin the investing process.

- **Preparing for Home Ownership**
  According to Trulia, buying is cheaper than renting in all 100 of the largest metro areas. This class will provide you with an overview of the home buying process.

- **Home Equity & Refinancing**
  There are unique differences between refinancing and home equity loans. Learn these differences and discover what option is best for you.

- **Choosing the Right College Savings†**
  College costs have risen 80% over the last 10 years according to College Board, 2013. You will learn how much and how to save for your child's college education.

- **Health Savings Accounts**
  Consumer-directed healthcare can be very confusing for employees. This class will provide you with an overview of health savings accounts and the benefits of having one.

*Fifth Third Securities does not provide estate planning services. Please consult an estate-planning attorney before making any decisions or taking any action based on this information.

†Fifth Third Bank provides access to investments and investment services through various subsidiaries, including Fifth Third Securities. Fifth Third Securities is the trade name used by Fifth Third Securities, Inc., member FINRA/SIPC, a registered broker-dealer and a registered investment advisor registered with the U.S. Securities and Exchange Commission (SEC). Registration does not imply a certain level of skill or training. Securities and investments offered through Fifth Third Securities, Inc. and insurance products:

Are Not FDIC Insured	Offer No Bank Guarantee	May Lose Value
Are Not Insured By Any Federal Government Agency		Are Not A Deposit

Insurance products made available through Fifth Third Insurance Agency, Inc. Deposit and credit products provided by Fifth Third Bank. Member FDIC. Equal Housing Lender.

Head Start Policy Council

Human Resources Committee

January 2017 Actions

I. Pending Approval for hire

Job Title	Candidate's Name
NONE	

II. Termination from employment (Involuntarily)

Job Tile	Reason	Employee's Name
Teacher Assistant	Attendance	Touria Alami Chentoufi
Technician On Call	Temporary Assignment Complete	Shayanti Simon
Technician On Call	Temporary Assignment Complete	Wendy Troche
Technician On Call	Temporary Assignment Complete	Mason Barnes

III. Separation from employment (Voluntarily)

Job Title	Reason	Employee's Name
Teacher Assistant	Family Reasons	Naishira Rivera Ortiz
Teacher Assistant	Personal Reasons	Sue Sweetland

IV. Current Head Start Openings – As of 02/09/17

Job Title	Number of Positions	Potential Candidates in process for hire
Teacher Assistant	18	
Licensed Practical Nurse	1	
Center Supervisor	1	

Head Start Budget Summary January 2017

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	J	A	S	Encumbered	TOTAL Budget YTD	BALANCE	TOTAL YTD
7522 - Education	$10,451,803.00	$636,791.45	$804,713.88	$990,210.97	$1,126,751.13									$248,749.49	$3,558,467.30	$6,893,336.21	34.04%
7525 - Training	$122,891.00	$0.00	$709.95	$3,551.41	$11,027.92									$0.00	$15,289.28	$129,657.56	12.44%
7526 - Disabilities	$623,106.00	$21,817.73	$4,373.05	$35,708.38	$29,987.05									$106,548.00	$91,886.21	$168,447.16	14.74%
7527 - Medical/LPN	$288,637.00	$5,937.11	$13,487.21	$12,373.16	$16,912.30									$15,440.49	$48,719.78	$239,917.22	16.88%
7521 - Department	$1,321,904.00	$60,024.00	$91,311.75	$132,041.32	$104,012.78									$6,880.71	$387,445.82	$971,853.50	29.31%
7528 - Family Svc Work	$1,388,962.00	$51,554.09	$110,823.76	$108,289.62	$105,259.95									$0.00	$375,926.73	$1,013,134.30	27.06%
7524 - USDA Services	$1,590,860.00	$14,306.69	$117,234.49	$105,937.62	$201,300.17									$900,785.17	$386,071.94	$31,187.89	24.26%
7523 - USDA Admin	$176,600.00	$8,186.00	$11,006.89	$11,108.33	$13,112.17									$0.00	$43,416.51	$133,186.49	24.58%

Building a Budget, Indirect and Direct Costs

A detailed budget, is consistent with program objectives and goals. This is required as part of the Head Start budget process. It is imporatnat to understand the types of costs that are allowable under the program award. A budget details the types of costs that are allowable under the program, the cost principles to which it will be subject, differences between direct and indirect costs, circumstances requiring establishment of an indirect cost rate or research patient care cost rate, and any requirement for matching or cost sharing.

A "direct cost" is any cost that can be specifically identified with a particular project, program, or activity. Direct costs include salaries, travel, equipment, and supplies that benefit the program directly. Indirect costs include facilities and administrative costs. Organizations use both costs. The essential difference between direct costs and indirect costs is that only direct costs can be traced to specific cost objects. A cost object is something for which a cost is compiled, such as a product, service, customer, project, or activity.

7522 Budget Planner

7522 BUDGET (Headstart Services)	$10,004,548.00
ACTUAL SPENT	$3,310,953.07
DIFFERENCE (over/under budget)	$6,693,594.93

1000 - 1999

Object Code	Budget	Actual	Difference
1120 - Regular Salaries & Wages	$5,560,633.00	$1,882,977.57	$3,677,655.43
1130 - Other Salaries & Wages	$75,900.00	$30,549.41	$45,350.59
1140 - Overtime	$10,000.00	$2,499.74	$7,500.26
			$0.00
			$0.00
			$0.00
Total	$5,646,533.00	$1,916,026.72	$3,730,506.28

2000-2999

Object Code	Budget	Actual	Difference
2110 - FICA Taxes	$499,559.00	$140,217.97	$359,341.03
2120 - Retirement Contribution	$503,600.00	$143,189.90	$360,410.10
2130 - Life and Insurance	$1,703,400.00	$477,083.87	$1,226,316.13
2131 - HAS Contribution	$29,500.00	$104,750.00	-$75,250.00
2200 - Payments to OPEB Trust	$105,672.00	$0.00	$105,672.00
			$0.00
Total	$2,841,731.00	$865,241.74	$1,976,489.26

3000 - 3999

	Object Code	Budget	Actual	Difference
	3167 - Payments to Other Government	$8,000.00	$960.00	$7,040.00
	3170 - Janitorial Service and Supply	$20,000.00	$3,306.86	$16,693.14
	3192 - Software Licensing/Support Fee	$43,890.00	$18,822.43	$25,067.57
	3195 - Contract Services Medica	$23,500.00	$0.00	$23,500.00
	3197 - Contract Svcs Not Oth Speicifed	$16,500.00	$1,520.00	$14,980.00
	3350 - Other Insurance & Bonds	$11,000.00	$12,499.00	-$1,499.00
	3410 - Local Travel	$10,000.00	$2,264.52	$7,735.48
	3530 - Toll Charges	$500.00	$247.31	$252.69
OCPS	3610 - Rental of Equipment	$11,000.00	$14,788.97	-$3,788.97
$86,321	3620 - Leases- Bldgs and Structures	$150,172.00	$110,402.11	$39,769.89
Pull Contract	3710 - Utilities	$40,000.00	$12,976.79	$27,023.21
	3720 - Communications	$45,000.00	$15,669.05	$29,330.95
	3810- Maint of Bldg Imp & Grounds	$100,000.00	$14,478.48	$85,521.52
	3820 - Maintenance of Equipment	$35,000.00	$5,587.64	$29,412.36
	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	$198.00	$42,802.00
				$0.00
				$0.00
	Total	$572,062.00	$213,721.16	$358,340.84

4000 - 4999

Object Code	Budget	Actual	Difference
4020 - Books, CDs, Videos & Subscriptions	$20,000.00	$1,246.35	$18,753.65
4110 - Office Supplies	$25,000.00	$1,473.46	$23,526.54
4115 - Miscellaneous Operating Supplies	$75,000.00	$597.85	$74,402.15
4116 - Event Meal Reimbursements	$3,000.00	$486.46	$2,513.54
4120 - Software < $1000	$12,609.00	$1,246.00	$11,363.00
4121 - Computer Equipment < $1000	$54,580.00	$0.00	$54,580.00
4123 - Equipment < $1000	$25,000.00	$830.87	$24,169.13
4135 - Food & Dietary	$282,788.00	$27,322.46	$255,465.54
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	$3,100.00	$6,900.00
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	$279,660.00	$0.00
			$0.00
			$0.00
Total	$844,722.00	$315,963.45	$528,758.55

5000 - 5999

Object Code	Budget	Actual	Difference
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
Total	$0.00	$0.00	$0.00

6000 - 6999

Object Code	Budget	Actual	Difference
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

7526 Budget Planner

7526 BUDGET (Disabilities)	$507,496.00
ACTUAL SPENT	$91,628.21
DIFFERENCE (over/under budget)	$415,867.79

1000 - 1999

Object Code	Budget	Actual	Difference
1120 - Regular Salaries & Wages	$202,556.00	$59,037.54	$143,518.46
1130 - Other Salaries & Wages	$30,000.00	$0.00	$30,000.00
1140-- Overtime (Lourdes Ramos 10/22 -Eergency)	$0.00	$139.50	-$139.50
			$0.00
Total	**$232,556.00**	**$59,177.04**	**$173,378.96**

2000-2999

Object Code	Budget	Actual	Difference
2110 - FICA Taxes	$15,494.00	$4,170.04	$11,323.96
2120 - Retirement Contribution	$15,232.00	$4,450.19	$10,781.81
2130 - Life and Insurance	$40,800.00	$11,635.45	$29,164.55
2131 - HAS. Contribution	$600.00	$3,250.00	-$2,650.00
2200 - Payments to OPEB Trust	$1,754.00	$0.00	$1,754.00
			$0.00
Total	**$73,880.00**	**$23,505.68**	**$50,374.32**

3000 - 3999

Object Code	Budget	Actual	Difference
3195 - Contract Services Medica	$57,000.00	$3,228.00	$53,772.00
3275 -** Medical Services	$120,000.00	$0.00	$120,000.00
3410 - Local Travel	$5,000.00	$338.56	$4,661.44
3530	$50.00	$5.45	$44.55
3720 - Communications	$1,250.00	$294.30	$955.70
			$0.00
Total	**$183,300.00**	**$3,866.31**	**$179,433.69**

4000 - 4999

Object Code	Budget	Actual	Difference
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	$19.18	$3,730.82
4418 - Educational Assist. Program	$1,000.00	$0.00	$1,000.00
4482 - Self Insur. Prop/Casulty	$5,060.00	$5,060.00	$0.00
			$0.00
			$0.00
Total	**$17,810.00**	**$5,079.18**	**$12,730.82**

5000 - 5999

Object Code	Budget	Actual	Difference
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
Total	**$0.00**	**$0.00**	**$0.00**

6000 - 6999

Object Code	Budget	Actual	Difference
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
Total	**$0.00**	**$0.00**	**$0.00**

7527 Budget Planner

7527 BUDGET (Medical/Dental/LPN)	$288,537.00
ACTUAL SPENT	$58,658.92
DIFFERENCE (over/under budget)	$229,878.08

1000 - 1999

Object Code	Budget	Actual	Difference
1120 - Regular Salaries & Wages	$137,357.00	$30,804.84	$106,552.16
1140 - Overtime	$1,000.00	$0.00	$1,000.00
			$0.00
			$0.00
			$0.00
Total	**$138,357.00**	**$30,804.84**	**$107,552.16**

2000-2999

Object Code	Budget	Actual	Difference
2110 - FICA Taxes	$10,508.00	$2,263.57	$8,244.43
2120 - Retirement Contribution	$9,972.00	$2,316.54	$7,655.46
2130 - Life and Insurance	$40,800.00	$5,624.56	$35,175.44
2131 - HAS. Contribution	$400.00	$1,250.00	-$850.00
			$0.00
			$0.00
Total	**$61,680.00**	**$11,454.67**	**$50,225.33**

3000 - 3999

Object Code	Budget	Actual	Difference
3195 - Contract Services Medical	$17,500.00	$10,000.00	$7,500.00
3179 - Contract Service - Employmt. Agent	$10,000.00	$1,533.75	$8,466.25
3197 - Contract Svcs Not Oth Speicifed	$30,000.00	$0.00	$30,000.00
3410 - Local Travel	$4,000.00	$215.91	$3,784.09
3720 - Communications	$5,000.00	$265.39	$4,734.61
3530	$100.00	$11.91	$88.09
			$0.00
			$0.00
Total	**$66,600.00**	**$12,026.96**	**$54,573.04**

4000 - 4999

Object Code	Budget	Actual	Difference
4110 - Office Supplies	$2,000.00	$0.00	$2,000.00
4115 - Miscellaneous Operating Supplies	$5,000.00	$2,208.42	$2,791.58
4121 - Computer Equipment < $1000	$2,000.00	$0.00	$2,000.00
4123 - Equipment < $1000	$2,000.00	$120.99	$1,879.01
4143 - Medical & Surgical	$10,000.00	$2,043.04	$7,956.96
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**	**$4,372.45**	**$17,627.55**

5000 - 5999

Object Code	Budget	Actual	Difference
			$0.00
			$0.00
			$0.00
Total	**$0.00**	**$0.00**	**$0.00**

6000 - 6999

Object Code	Budget	Actual	Difference
			$0.00
			$0.00
			$0.00
Total	**$0.00**	**$0.00**	**$0.00**

7521 Budget Planner

7521 BUDGET (Headstart Admin)	$1,321,904.00
ACTUAL SPENT	$344,418.76
DIFFERENCE (over/under budget)	$977,485.24

1000 - 1999

Object Code	Budget	Actual	Difference
1120 - Regular Salaries & Wages	$824,794.00	$235,683.50	$589,110.50
1130 - Other Salaries and Wages	$0.00	$2,642.58	-$2,642.58
1140 - Overtime	$7,000.00	$1,067.68	$5,932.32
			$0.00
			$0.00
Total	$831,794.00	$239,393.76	$592,400.24

Angel -

Sandra / Evette PC

2000-2999

Object Code	Budget	Actual	Difference
2110 - Fica Taxes	$63,093.00	$17,578.25	$45,514.75
2120 - Retirement Contribution	$62,025.00	$18,338.82	$43,686.18
2130 - Life & Health Insurance	$173,400.00	$37,481.27	$135,918.73
2131 - HAS Contribution	$1,800.00	$6,000.00	-$4,200.00
2200 - Payments to OPEB Trust	$7,892.00	$0.00	$7,892.00
			$0.00
			$0.00
			$0.00
Total	$308,210.00	$79,398.34	$228,811.66

3000 - 3999

Object Code	Budget	Actual	Difference
3125 - Indirect Costs	$103,329.00	$0.00	$103,329.00
3410 - Local Travel	$1,000.00	$1,218.82	-$218.82
3510 - Postage & Messenger Services	$2,000.00	$0.00	$2,000.00
3530 - Toll Charges	$150.00	$62.30	$87.70
3610 - Rental of Equipment	$5,600.00	$948.92	$4,651.08
3720 - Communications	$3,000.00	$1,211.49	$1,788.51
3820 - Mainenance of Equipment	$2,567.00	$1,329.78	$1,237.22
3910 - Graphic Reprod. Services	$8,800.00	$63.65	$8,736.35
			$0.00
			$0.00
Total	$126,446.00	$4,834.96	$121,611.04

Need to find out what

Revenue to date $30.17

4000 - 4999

Object Code	Budget	Actual	Difference
4010 - Dues and Memberships	$9,395.00	$6,594.00	$2,801.00
4110 - Office Supplies	$13,000.00	$983.60	$12,016.40
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	$173.35	$846.65
4123 - Equipment < $1000	$5,000.00	$310.75	$4,689.25
4112 Promotional Expenses	$5,000.00	$0.00	$5,000.00
4418 - Educational Assist. Program	$1,000.00	$1,250.00	-$250.00
4422 - Scholarships -Awards - Benefits	$559.00	$0.00	$559.00
4482 - Self Insur. Property/casualty	$11,480.00	$11,480.00	$0.00
			$0.00
			$0.00
			$0.00
Total	$50,954.00	$20,791.70	$30,162.30

5000 - 5999

Object Code	Budget	Actual	Difference
6438 Computer	$3,000.00	$0.00	$3,000.00
			$0.00
			$0.00
Total	$3,000.00	$0.00	$3,000.00

6000 - 6999

Object Code	Budget	Actual	Difference
			$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	$375,927.68
DIFFERENCE (over/under budget)	$1,013,034.32

1000 - 1999

Object Code	Budget	Actual	Difference
1120 - Regular Salaries & Wages	$933,988.00	$267,736.81	$666,251.19
1130 - Other Salaries & Wages	$10,000.00	$0.00	$10,000.00
1140 - Overtime	$5,000.00	$1,015.25	$3,984.75
			$0.00
			$0.00
			$0.00
Total	**$948,988.00**	**$268,752.06**	**$680,235.94**

2000-2999

Object Code	Budget	Actual	Difference
2110 - FICA Taxes	$71,450.00	$19,386.76	$52,063.24
2120 - Retirement Contribution	$67,808.00	$19,777.35	$48,030.65
2130 - Life and Insurance	$255,000.00	$56,635.25	$198,364.75
2131 - HAS. Contribution	$2,500.00	$8,000.00	-$5,500.00
			$0.00
			$0.00
Total	**$396,758.00**	**$103,799.36**	**$292,958.64**

3000 - 3999

Object Code	Budget	Actual	Difference
3410 - Local Travel	$5,000.00	$596.40	$4,403.60
3720 - Communications	$8,000.00	$662.40	$7,337.60
3530 -	$100.00	$21.49	$78.51
			$0.00
Total	**$13,100.00**	**$1,280.29**	**$11,819.71**

4000 - 4999

Object Code	Budget	Actual	Difference
4020 - Books, CDs, Videos & Subscripions	$2,000.00	$0.00	$2,000.00
4110 - Office Supplies	$7,000.00	$1,985.98	$5,014.02
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	$109.99	$1,890.01
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**	**$2,095.97**	**$28,120.03**

5000 - 5999

Object Code	Budget	Actual	Difference
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
Total	**$0.00**	**$0.00**	**$0.00**

6000 - 6999

Object Code	Budget	Actual	Difference
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
Total	**$0.00**	**$0.00**	**$0.00**

7524 Budget Planner

7524 BUDGET (USDA SERVICES)	$1,590,860.00
ACTUAL SPENT	$426,807.92
DIFFERENCE (over/under budget)	$1,164,052.08

1000 - 1999

Object Code	Budget	Actual	Difference
1120 - Regular Salaries & Wages	$161,794.00	$47,386.14	$114,407.86
			$0.00
			$0.00
			$0.00
Total	**$161,794.00**	**$47,386.14**	**$114,407.86**

2000-2999

Object Code	Budget	Actual	Difference
2110 - FICA Taxes	$12,570.00	$3,409.55	$9,160.45
2120 - Retirement Contribution	$12,355.00	$33,563.45	-$21,208.45
2130 - Life and Insurance	$81,600.00	$17,666.78	$63,933.22
2131 - HAS. Contribution	$1,000.00	$3,500.00	-$2,500.00
2200 - Payments to OPEB Trust	$3,536.00	$0.00	$3,536.00
			$0.00
Total	**$111,061.00**	**$58,139.78**	**$52,921.22**

3000 - 3999

Object Code	Budget	Actual	Difference
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**

Revenue to date $292,114.53

4000 - 4999

Object Code	Budget	Actual	Difference
4115 - Miscellaneous Operating Supplies	$5,436.00	$91.92	$5,344.08
4130 - Household & Kitchen Supplies	$2,005.00	$754.07	$1,250.93
4135 - Food & Dietary	$1,305,000.00	$315,872.01	$989,127.99
4482 - Self Insurance Property/ Casualty	$4,564.00	$4,564.00	$0.00
			$0.00
			$0.00
Total	**$1,317,005.00**	**$321,282.00**	**$995,723.00**

5000 - 5999

Object Code	Budget	Actual	Difference
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
Total	**$0.00**	**$0.00**	**$0.00**

6000 - 6999

Object Code	Budget	Actual	Difference
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
Total	**$0.00**	**$0.00**	**$0.00**

*4123- Shipping

7523 Budget Planner

7523 BUDGET (USDA Admin)	$176,600.00
ACTUAL SPENT	$43,413.51
DIFFERENCE (over/under budget)	$133,186.49

1000 - 1999

Object Code	Budget	Actual	Difference
1120 - Regular Salaries & Wages	$114,615.00	$32,034.19	$82,580.81
			$0.00
			$0.00
			$0.00
Total	**$114,615.00**	**$32,034.19**	**$82,580.81**

2000-2999

Object Code	Budget	Actual	Difference
2110 - FICA Taxes	$8,767.00	$2,367.69	$6,399.31
2120 - Retirement Contribution	$8,619.00	$2,409.03	$6,209.97
2130 - Life and Insurance	$30,600.00	$3,342.58	$27,257.42
2131 - HAS. Contribution	$300.00	$0.00	$300.00
2200 - Payments to OPEB Trust	$1,326.00	$0.00	$1,326.00
			$0.00
Total	**$49,612.00**	**$8,119.30**	**$41,492.70**

3000 - 3999

Object Code	Budget	Actual	Difference
3125 - Indirect Costs	$6,543.00	$0.00	$6,543.00
3410 - Local Travel	$1,000.00	$160.02	$839.98
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**	**$160.02**	**$7,912.98**

4000 - 4999

Object Code	Budget	Actual	Difference
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	$3,100.00	$0.00
			$0.00
			$0.00
Total	**$4,300.00**	**$3,100.00**	**$1,200.00**

5000 - 5999

Object Code	Budget	Actual	Difference
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
Total	**$0.00**	**$0.00**	**$0.00**

6000 - 6999

Object Code	Budget	Actual	Difference
			$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	$58,658.92
DIFFERENCE (over/under budget)	$229,878.08

1000 - 1999			
Object Code	Budget	Actual	Difference
			$106,552.16
			$1,000.00
Total	$0.00	$0.00	$107,552.16

2000-2999			
Object Code	Budget	Actual	Difference
	$0.00	$0.00	#VALUE!
			#VALUE!
Total	$0.00	$0.00	#VALUE!

3000 - 3999			
Object Code	Budget	Actual	Difference
3185 - Contractural Service - Training	$11,070.00	$0.00	$11,070.00
3420- Out of County Travel	$17,700.00	$3,844.28	$13,855.72
3610 - Rental of Equipment	$1,000.00	$3,844.28	-$2,844.28
3620 - Leases -Bldgs & Stuructures	$2,000.00	$0.00	$2,000.00
3910 - Graphics Reprod.Services	$1,000.00	$0.00	$1,000.00
3197- Equip rental labor	$5,000.00	$0.00	$5,000.00
			$0.00
			$0.00
Total	$37,770.00	$7,688.56	$30,081.44

4000 - 4999			
Object Code	Budget	Actual	Difference
4020 - Books, CDs, Videos & Subscriptions	$1,000.00	$0.00	$2,000.00
4030 - Training and Educational Costs	$63,550.00	$4,720.00	$2,791.58
4040 -License and Certification fees	$1,000.00	$0.00	$2,000.00
4110- Office Supplies (Excluding printing)	$2,771.00	$0.00	$1,879.01
4115 - Miscelaneous Operating Supplies	$2,000.00	$0.00	$7,956.96
4116 - Event Meal Reimbursments	$4,500.00		$500.00
4418- Educational Assist. Program	$10,300.00	$1,250.00	$500.00
			$0.00
			$0.00
			$0.00
Total	$85,121.00	$5,970.00	$17,627.55

5000 - 5999			
Object Code	Budget	Actual	Difference
			$0.00
			$0.00
			$0.00
Total	$0.00	$0.00	$0.00

6000 - 6999			
Object Code	Budget	Actual	Difference
			$0.00
			$0.00
			$0.00
Total	$0.00	$0.00	$0.00

CH Full Name	Comp Supp Name	Item Total
DEONARINE, VIDYA D	REGION IV HEADSTART	$240.00
DEONARINE, VIDYA D	KAPLAN EARLY LEARNING COM	$229.95
FLORES, DAISY	SQ HORIZONS MEDICA	$116.00
FLORES, DAISY	ULINE SHIP SUPPLIES	$422.40
FLORES, DAISY	THE WEBSTAURANT STORE	$385.98
FLORES, DAISY	RESTAURANT EQUIPMENT W	$61.40
FLORES, DAISY	SQ HORIZONS MEDICA	$1,319.80
FLORES, DAISY	QUANTUM DISTRIBUTORS	$1,496.27
FORE, ANGELA M	SOUTHWES 5262476513708	$983.60
FORE, ANGELA M	PAYPAL PALS	$411.96
FORE, ANGELA M	REGION IV HEADSTART	$240.00
FORE, ANGELA M	SHERATON ATLANTA HOTEL	($173.20)
FORE, ANGELA M	SDE INC	$405.00
FORE, ANGELA M	SDE INC	$405.00
FORE, ANGELA M	SDE INC	$405.00
FORE, ANGELA M	HILTON SAN ANTONIO	$277.86
FORE, ANGELA M	SHERATON ATLANTA HOTEL	$173.20
FORE, ANGELA M	SHERATON ATLANTA HOTEL	$173.20
FORE, ANGELA M	SHERATON ATLANTA HOTEL	$173.20
FORE, ANGELA M	SHERATON ATLANTA HOTEL	$173.20
JOHNSON, JUNE	OCBCC FIRE RESCUE SERV	$63.52
JOHNSON, JUNE	OCBCC FIRE RESCUE SERV	$255.52
JOHNSON, JUNE	OCBCC FIRE RESCUE SERV	$247.24
JOHNSON, JUNE	OCBCC FIRE RESCUE SERV	$487.04
JOHNSON, JUNE	READYREFRESH BY NESTLE	$11.98
JOHNSON, JUNE	READYREFRESH BY NESTLE	$17.97
JOHNSON, JUNE	READYREFRESH BY NESTLE	$17.97
JOHNSON, JUNE	READYREFRESH BY NESTLE	$41.93
JOHNSON, JUNE	READYREFRESH BY NESTLE	$17.97
JOHNSON, JUNE	READYREFRESH BY NESTLE	$25.04
JOHNSON, JUNE	READYREFRESH BY NESTLE	$21.15
JOHNSON, JUNE	READYREFRESH BY NESTLE	$50.08
JOHNSON, JUNE	READYREFRESH BY NESTLE	$31.30
JOHNSON, JUNE	ULINE SHIP SUPPLIES	$349.05
JOHNSON, JUNE	COUNCIL FOR PROFESSIONAL	$425.00
JOHNSON, JUNE	OFFICE DEPOT	$615.46
JOHNSON, JUNE	OFFICE DEPOT	$7.28
JOHNSON, JUNE	OFFICE DEPOT	$103.96
JOHNSON, JUNE	OFFICE DEPOT	$33.67
JOHNSON, JUNE	OFFICE DEPOT	$657.11
JOHNSON, JUNE	OFFICE DEPOT	$13.98
JOHNSON, JUNE	OFFICE DEPOT	$20.97
JOHNSON, JUNE	OFFICE DEPOT	$97.32
JOHNSON, JUNE	OFFICE DEPOT	$317.98
JOHNSON, JUNE	OFFICE DEPOT	$6.99
JOHNSON, JUNE	OFFICE DEPOT	$261.31
JOHNSON, JUNE	OFFICE DEPOT	$5.59
JOHNSON, JUNE	OFFICE DEPOT	$128.27
JOHNSON, JUNE	OFFICE DEPOT	$183.93
JOHNSON, JUNE	OFFICE DEPOT	$4.49

JOHNSON, JUNE	OFFICE DEPOT	$212.55
JOHNSON, JUNE	OFFICE DEPOT	$10.99
JOHNSON, JUNE	OFFICE DEPOT	$283.16
JOHNSON, JUNE	OFFICE DEPOT	$36.99
JOHNSON, JUNE	OFFICE DEPOT	$159.56
JOHNSON, JUNE	OFFICE DEPOT	$23.99
JOHNSON, JUNE	OFFICE DEPOT	$7.98
JOHNSON, JUNE	OFFICE DEPOT	$91.98
JOHNSON, JUNE	READYREFRESH BY NESTLE	$4.39
JOHNSON, JUNE	READYREFRESH BY NESTLE	$8.98
JOHNSON, JUNE	READYREFRESH BY NESTLE	$8.78
JOHNSON, JUNE	READYREFRESH BY NESTLE	$10.87
JOHNSON, JUNE	PUBLIX #436	$205.13
JOHNSON, JUNE	CDW GOVERNMENT	$532.68
JOHNSON, JUNE	OFFICE DEPOT	$299.99
JOHNSON, JUNE	OFFICE DEPOT	$24.99
JOHNSON, JUNE	OFFICE DEPOT	$99.99
JOHNSON, JUNE	OFFICE DEPOT	$9.49
JOHNSON, JUNE	OFFICE DEPOT	$87.99
JOHNSON, JUNE	OFFICE DEPOT	$299.99
JOHNSON, JUNE	OFFICE DEPOT	$99.99
MOORE, SANDRA	OFFICE DEPOT	$543.13
MOORE, SANDRA	OFFICE DEPOT	$155.45
MOORE, SANDRA	OFFICE DEPOT	$95.56
MOORE, SANDRA	WAL-MART #3162	$81.90
MOORE, SANDRA	OFFICE DEPOT	$519.80
MOORE, SANDRA	OFFICE DEPOT	$244.42
MOORE, SANDRA	WAL-MART #3162	$95.03
MOORE, SANDRA	OFFICE DEPOT	$197.98
MOORE, SANDRA	OFFICE DEPOT	$67.40
MOORE, SANDRA	OFFICE DEPOT	$181.42
MOORE, SANDRA	OFFICE DEPOT	$252.00
MOORE, SANDRA	OFFICE DEPOT	$101.96
MOORE, SANDRA	WM SUPERCENTER	$43.94
MOORE, SANDRA	OFFICE DEPOT	$11.49
MOORE, SANDRA	OFFICE DEPOT	$299.98
MOORE, SANDRA	CDW GOVERNMENT	($60.00)
MOORE, SANDRA	WAL-MART #3162	$44.54
MOORE, SANDRA	WM SUPERCENTER	$43.92
ORLEMAN, EILEEN	PUBLIX #436	$28.95
ORLEMAN, EILEEN	TEACHSTONE	$200.00
ORLEMAN, EILEEN	TEACHSTONE	$100.00
ROUSH, TRACY L	SQ NADINI ENTERPRI	$28.00
SHEIKH, SHAMIN	WAL-MART #0890	$7.57
SHEIKH, SHAMIN	GFS STORE #1971	$248.18
SHEIKH, SHAMIN	APNA BAZAAR	$15.98
SHEIKH, SHAMIN	GFS STORE #1927	$185.35
SHEIKH, SHAMIN	PUBLIX #1387	$4.29
SHEIKH, SHAMIN	WAL-MART #0890	$76.07
SHEIKH, SHAMIN	WM SUPERCENTER	$4.97
SHEIKH, SHAMIN	WAL-MART #0890	$8.90

SHEIKH, SHAMIN	WM SUPERCENTER	$9.84
SHEIKH, SHAMIN	BRAVO OAK RIDGE	$193.12
SHEIKH, SHAMIN	WAL-MART #0942	$66.56
SHEIKH, SHAMIN	PUBLIX #1387	($5.92)
SHEIKH, SHAMIN	PUBLIX #1387	$47.90
SHEIKH, SHAMIN	PUBLIX #1122	$37.50
SHEIKH, SHAMIN	APNA BAZAAR	$47.94
SHEIKH, SHAMIN	WM SUPERCENTER	$98.90
SHEIKH, SHAMIN	WM SUPERCENTER	$91.11
SMITH, KERRY-ANN	PUBLIX #436	$157.66
SMITH, KERRY-ANN	PUBLIX #692	$55.40
SMITH, KERRY-ANN	PUBLIX #436	$207.26
SMITH, KERRY-ANN	PUBLIX #436	$23.06
SMITH, KERRY-ANN	PUBLIX #436	$32.04
SMITH, KERRY-ANN	PUBLIX #761	$44.76
SMITH, KERRY-ANN	WAL-MART #3162	$116.26
SMITH, KERRY-ANN	PUBLIX #761	$43.54
SMITH, KERRY-ANN	WALGREENS #6505	$25.98
SMITH, KERRY-ANN	PUBLIX #761	$101.19
SMITH, KERRY-ANN	PUBLIX #331	$209.46
SMITH, KERRY-ANN	WAL-MART #4588	$61.22
SMITH, KERRY-ANN	PUBLIX #1174	$152.31
SMITH, KERRY-ANN	PUBLIX #761	$56.82
SMITH, KERRY-ANN	WM SUPERCENTER	$46.38
SMITH, KERRY-ANN	WM SUPERCENTER	$36.24
SMITH, KERRY-ANN	PUBLIX #692	$26.94

02/01/2017 PAGE: 1
ORANGE COUNTY
Department 062
FY 2017 Monthly Expense Report
For the selected Department and Unit, by Object and Appropriation

Through 02/01/2017

FUND: 8299 DEPT: 062 UNIT: 7538

	OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	PRE-ENCUM. AMOUNT	ENCUM. AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1	1120	7EA	REGULAR SALARIES and WAGES	$ 696,350.00	$ -	$ -	$ 79,360.49	$ 38,664.63	$ -	$ -	$ 118,025.12	$ 578,324.88	16.95
	2110	7EA	FICA TAXES	$ 53,673.00	$ -	$ -	$ 5,782.96	$ 2,812.91	$ -	$ -	$ 8,595.87	$ 45,077.13	16.02
	2120	7EA	RETIREMENT CONTRIBUTION	$ 52,295.00	$ -	$ -	$ 6,038.87	$ 2,944.16	$ -	$ -	$ 8,983.03	$ 43,311.97	17.18
	2130	7EA	LIFE and HEALTH INSURANCE	$ 172,857.00	$ -	$ -	$ 19,330.20	$ 9,701.13	$ -	$ -	$ 29,031.33	$ 143,825.67	16.79
OBJECT CATEGORY 1				$ 975,175.00	$-	$-	$110,512.52	$54,122.83	$ -	$ -	$164,635.35	$810,539.65	16.88
2	3125	7EB	INDIRECT COSTS	$ 42,498.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 42,498.00	.00
	3185	7EC	CONTRACT SVC-TRAINING	$ 1,500.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,500.00	.00
	4020	7EC	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	$ 476.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 476.00	.00
	4110	7EC	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	$ 6,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 6,000.00	.00
	4115	7EC	MISCELLANEOUS OPERATING SUPPLIES	$ 7,880.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 7,880.00	.00
	4123	7EC	EQUIPMENT LESS THAN $1000	$ 5,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 5,000.00	.00
	4482	7EA	SELF INS-PROP CASUALTY	$ 162.00	$ -	$ -	$ -	$ 1,092.00	$ -	$ -	$ 1,092.00	$ (930.00)	674.07
OBJECT CATEGORY 2				$ 63,516.00	$-	$-	$ -	$ 1,092.00	$ -	$ -	$ 1,092.00	$ 62,424.00	1.72
*TOTAL UNIT_CD 7538				$1,038,691.00	$-	$-	$110,512.52	$55,214.83	$ -	$ -	$165,727.35	$872,963.65	15.96

TOTAL				$1,038,691.00	$-	$-	$110,512.52	$55,214.83	$ -	$ -	$165,727.35	$872,963.65	15.96

Monthly Report to Head Start Policy Council

Nutrition: JANUARY 2017		
Number of meals reimbursed by USDA	**BREAKFAST**	24,749
Number of meals reimbursed by USDA	**LUNCH**	25,545
Number of meals reimbursed by USDA	**SNACK**	20,841
Number of meals reimbursed by USDA	**TOTALS**	71,135
Number of meals disallowed for reimbursement		0
Number of children evaluated for nutritional concerns		13
Number of children receiving nutritional education and further care		39
Number of monitoring visits to ensure compliance with USDA Regulations		6
Number of monitoring visits requiring a corrective action plan		0
Number of nutritional activities conducted: "English Muffin Snowman"		84

MEDICAL/DENTAL MONTHLY REPORT

January 2017

Eighty-three (83) new health status evaluations were performed during the month of January 2017.

One hundred ten (110) immunization records were evaluated for compliance during the month of January 2017.

Twenty-four (24) blood test results were reviewed during the month of January 2017.

One hundred five (105) dental exams were reviewed during the month of January 2017. Out of these, forty-three (43) children were diagnosed as needing dental treatment.

Forty-nine (49) parent contacts were initiated regarding health concerns in children during the month of January 2017.

Ten (10) health action plans were developed and discussed with Head Start staff and parents during the month of January 2017.

Nine (9) Physician Medication Order were received, evaluated, and reviewed with staff. Medication information and administration technique training was provided as needed.

Nine (9) trainings were provided to staff.

Six (6) children completed Blood Pressure and Vision screenings.

Fifteen (15) children were evaluated for health concerns.

Thirty-one (31) center visits were performed to address health issues, observations, and monitoring.

DISABILITIES/MENTAL HEALTH REPORT

JANUARY 2017

A total of one hundred eighty-two (182) 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 sixty-seven (67) children were evaluated by OCPS/Preschool Diagnostic Intervention Services for disability eligibility since school started last August 2016.

One hundred eighty-four (184) children were referred to OCHS contracted provider, Kinder Konsulting & Parents Too, Inc. since school started last August 2016.

One hundred twenty-three (123) children were receiving mental health services for behavior issues since school started last August 2016. In addition, there were one hundred-five (105) behavior plans developed for enrolled children.

One thousand seven hundred and nineteen (1,719) hearing screenings were completed since school started last August 2016.

One thousand three hundred and nine (1,309) new children completed the screenings for Speech/Language, Socio-emotional, and Developmental.

Fifty-one (51) visits to centers were completed for the month of January 2017 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: January 2016

- One thousand five hundred fifty one (1,551) children were enrolled in the Head Start Program for the month of January 2016.
- Two hundred nineteen (219) children are on the Waiting List 2016-2017.
- Twelve (12) Attendance home visits
- Two (2) families received Crisis/Emergency Assistance.
- Fourteen (14) parents received Educational Services.
- Four hundred thirty three (433) Health Services Follow ups were done by Community Service Worker.
- Fifty One (51) families were referred for family services.
- Two hundred thirty nine (239) were provided families services
- Twenty two (22) Parent Meetings were held this month. Three hundred sixty two (362) parents attended parents meetings. Fifty six (56) males attended.
- Six (6) Fatherhood Activities was held this month. Forty nine (49) fathers attended fatherhood initiatives.
- Nineteen (19) Parents Trainings were held this month. One hundred fifty nine (159) parents attended Parents Trainings.

Trainings:

- Financial Workshop (Budgeting, Credit Counseling Economical Shopping)
- Child Sexual Abuse
- Positive Parenting Child Relationship

ORANGE COUNTY HEAD START 2016-2017

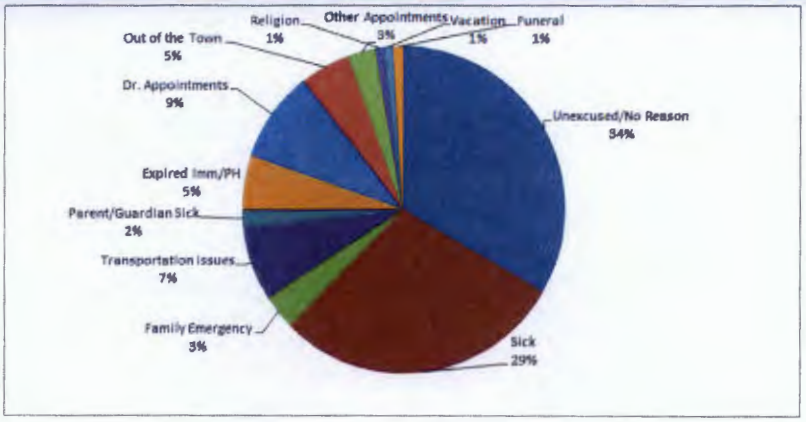
PARENT, FAMILY AND COMMUNITY ENGAGEMENT

ERSEA REPORT MONTH: January YEAR: 2017

Sites	Funded Enrollment	Monthly Enrollment	10% IEP	Drops YTD	Waiting List	New Applications	Monthly Attendance
Aloma	34	34	3	2	18	0	91%
Bithlo	30	30	3	3	5	1	93%
Callahan	45	45	2	3	6	0	92%
Denton Johnson	35	35	4	6	12	0	86%
Dover Shores	34	34	4	3	4	0	87%
East Orange	160	160	25	19	4	3	88%
Engelwood	60	60	12	8	10	0	90%
Evans	13	13	0	2	4	0	90%
Grand Avenue	34	34	7	4	7	0	90%
Hal P Marston	120	120	7	21	9	1	87%
John Bridges	120	120	14	12	20	0	89%
Lila Mitchell	83	83	11	11	10	0	92%
Maxey	60	60	7	11	1	2	89%
Orlando Tech	14	14	1	2	2	0	97%
Pine Hills	189	189	14	17	25	0	91%
SO YMCA	60	60	8	4	10	2	90%
Southwood	120	120	21	9	23	0	92%
Taft	120	120	17	10	9	3	85%
Tangelo	15	15	1	3	1	0	82%
Ventura	17	17	3	4	10	0	91%
WS ELC	68	68	12	8	18	1	89%
WS Hope	105	105	7	5	19	0	90%
OCHS Total	1536	1536	12%	167	227	16	90%

Attendance Reasons

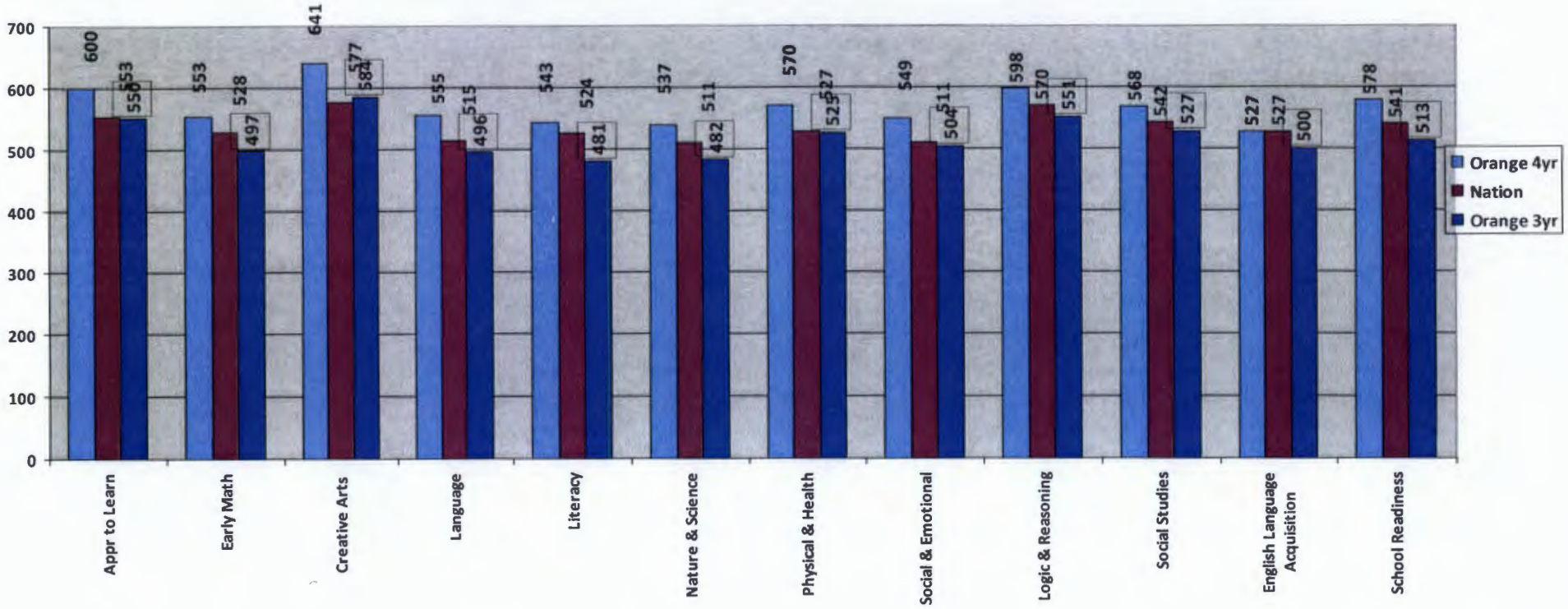
Unexcused	963
Sick	828
Family Emergency	99
Transportation Issues	215
Parent/Guardian Sick	49
Expired Immunizations/PH	154
Dr. Appointments	263
Out of the Town	145
Other Appointments	79
Religion	24
Vacation	28
Funeral	27
Total	2874



Recruitment Efforts

Site	#Recruitment Efforts	Summary
Aloma		
Bithlo	3	Hispanic Chamber of Commerce Metro Orlando, Kindred hospice Orlando, Family Ties Ministries
Callahan	3	Howard Vernon Motel, Host Inn, Ambassador Hotel
Denton Johnson		
Dover Shores		
East Orange	7	Bonneville Elementary School, Alafaya Palms Apartments, Castle Creek Elementary School, Camelot Elementary School, Orange Technical College Avalon, Timber Laker Elementary, Cricket Club Apartments
Engelwood	1	Liberty National
Evans		
Grand Avenue		
Hal P Marston	3	Family Dollar, Orlando Nails, Best Western Orlando West,
John Bridges	1	Sheeler High School,
Lila Mitchell	3	FL Department of Health, Washington Park Branch, Ivey on the Lake
Maxey	3	City of Winter Garden Martin Luther King Parade, County Gardens Apartments, Westside Park Apartments
Orlando Tech		
Pine Hills	6	Family Practices Pediatric, All Wigs, Hues Tailor and Alterations, Liberty Tax, Fresenius Medical Care, DC4 Barber Shop
South Orlando YMCA	3	Oak Ridge High School, SO YMCA, Papa Johns
Southwood		
Taft		
Tangelo		
Ventura		
Washington Shores ELC		
Washington Shores Hope		

Orange County
Head Start
Education Service Area
Child Outcomes
August 15, 2016-February 3, 2017
4 year olds, Nation, and 3 year olds



I. CONSENT AGENDA
FAMILY SERVICES
DEPARTMENT
2

Interoffice Memorandum

AGENDA ITEM

December 5, 2016

TO: Mayor Teresa Jacobs
and
Board of County Commissioners

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

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

SUBJECT: Filing of Head Start Policy Council Program Information and Updates for the Official County Record
CONSENT AGENDA ITEM January 10, 2017

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

Head Start Policy Council Program Information and Updates	November 2016
Head Start Policy Council Meeting Minutes	October 20, 2016

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

SH/kp

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

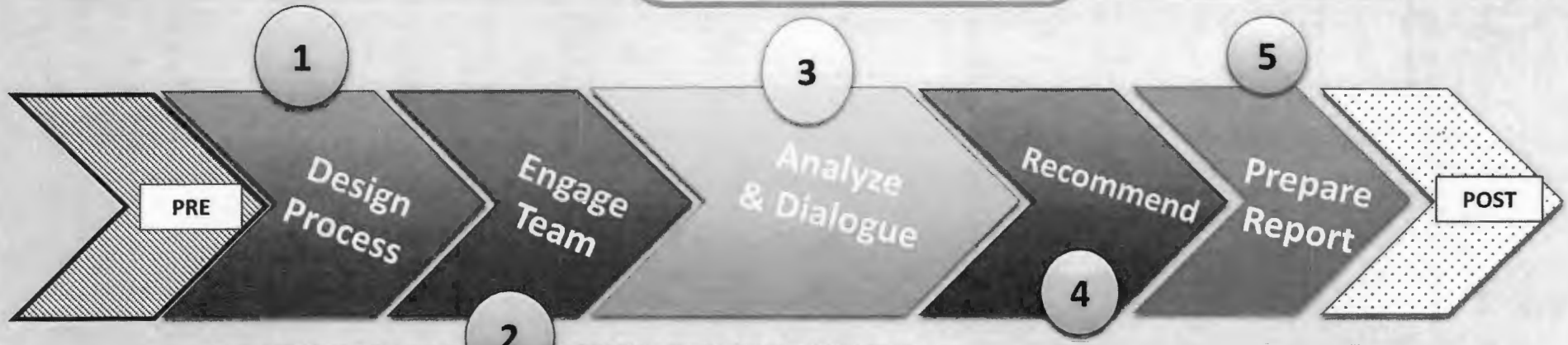
The Phases of the Self-Assessment Process

Early Childhood National Centers | NATIONAL CENTER ON Program Management and Fiscal Operations

Director & Management Team
- Develop plan for Self-Assessment
- Identify and invite internal and external team members
- Consult with Policy Council and governing body/Tribal Council and seek approval of SA plan

SA Team or subgroups
- Explore systemic issues
- Review and analyze data and seek additional, as needed
- Engage in dialogue using probing questions
- Examine progress on goals and objectives
- Formulate discoveries

Director
- Prepare SA report
- Submit report to Policy Council and governing body/Tribal Council for approval
- Submit approved report to Regional Office



a.) Director & Management Team
- Orient SA team members
- Share the SA plan
- Share OGM, last year's SA report, and other data

b.) SA Team
- Form team(s) and begin process
- Identify other team members, as needed

SA Team
- Consolidate discoveries across teams
- Prepare final recommendations to inform program planning
- Provide feedback on the SA process for next year's SA

Date approved by Policy Council: _____

Date approved by BCC: _____

The following steps provide detailed information on how each phase of the Self-Assessment process will be implemented. The timeline is approximate and reflects the minimum amount of time involved in each phase.

Proposed Timeline	Phase	Process
February 6-February 28, 2017	Pre	• Director and management team will review and summarize program data to determine the areas of focus (systemic issues) for the Self-Assessment
February 6-March 7, 2017	One-Design Process	• Self-Assessment Leadership team will design the process for the 2017 Self-Assessment • Consult with PC and governing body for approval of the SA plan from the Policy Council **(February 6th)** and BCC **(March 7th).** *Due to FSD by 2/13/2017 • Key team members will be identified and invited to participate on the SA team **(February 16th-24th).** *Email/Letters to partners sent no later than Feb. 24th to allow a 2 week notice.
March 10, 2017	Two-Engage Team	• Facilitator will provide orientation to SA team members, roll out the SA plan, and share important program data (OGM results, last year's SA report, etc.)-**Morning session**
March 10 & 13, 2017	Three-Analyze & Dialogue	• Self-Assessment subgroups will review program data to identify areas of strength, progress on goals and objectives, trends, and formulate discoveries-**Two Afternoon sessions**
March 13-16, 2017	Four-Recommend	• Self-Assessment team will consolidate discoveries into categories, prepare final recommendations/suggestions to be considered during program planning, and provide feedback for the next year's SA
March 20-24 & April 10-18, 2017	Five-Prepare Report	• Director, or designee, will prepare SA report using the discoveries and recommendations from the SA team • Report will be submitted to PC **(April 10th)** and BCC **(April 18th)** for approval, and • Approved Report will be submitted to the Regional Office with the continuation grant July 1st
April 24-June 2, 2017	Post	• Feedback from the SA team will be used to plan for following year's SA • Recommendations will be used to develop an improvement plan • Report insights shared with staff and stakeholders **(June 2nd)**

Orange County Head Start
Policy Council Roster
February 2017

EXECUTIVE BOARD

Jeneka Lloyd	Chairperson
Charmaine Jobson	Vice-Chairperson
Idalmis Echevarria	Secretary
Jacqueline Eugene	Treasurer
Heather Chisholm-Wright	Parliamentarian

REPRESENTATIVES AND ALTERNATES

ALOMA	Cecilia Pierre
	Courtney Pafundi
BITHLO	Idalmis Echevarria
	Zyad Bawatneh
CALLAHAN	Annakay Campbell McCrae
	America Cameron
DENTON JOHNSON	Malcolm Scarlett
	Jason Marshall
DOVER SHORES	Emily Cortes
	Yameli Roman
EAST ORANGE	Charmaine Jobson
	Yasmine Rodriguez
ENGELWOOD	Vacant
	Luz Ruiz
EVANS	Wilthere Philistin
	Lakeshia Singelton
GRAND AVENUE	Tameika Ward
	Jessica Rosa
HAL P. MARSTON	Jacqueline Eugene
	Lakeisha Tolbert
JOHN BRIDGES	Blanca Vallejo
	Cedric Reese

LILA MITCHELL	Tiffany Thomas
	Jazmyn Yon
MAXEY	Courtney Sanders
	Vacant
ORLANDO TECH	Amanda Nunez
	Leah Ackerman
PINE HILLS	Heather Wright
	Simoane West
SOUTH ORLANDO YMCA	Edwin Soto
	Kumarie Deosarran
SOUTHWOOD	Abigail Soriano
	Lauren Arce
TAFT	Shearly Miraball
	Kegan Trotman
TANGELO	Bianca Santos
	Jennifer Molina
VENTURA	Tania Garcia-Estrada
	Nanishka Reyes Padua
W/S ELC	Tonette Vance
	Darline Demosthene
W/S HOPE	Celeste Coleman
	Jenny Johnson

COMMUNITY REPS

Vice-Mayor Commissioner Victoria Siplin	BCC
Jeneka Lloyd	Past Parent
Gail Pressley	Workforce
Katie Lynn Schwartz	OCPS
Julie Gillespie	Heart2Heart
Dexter Nelson	Past Parent
Tina Wells	BCC

3rd Ano Desayuno de Padres

Orange County Head Start

Haciendo un llamado a todos los
padres, tios, abuelos y otros prominentes
modelos masculinos
Podriamos dialogar?

Seamos sinceros..... Los ninos necesitan una guia
Para triunfar en casa y en la escuela

Unete a Nosotros y haz la diferencia

March 2, 2017
9a.m. - 12p.m.

Taft Community Center

9450 S. Orange Avenue (32809)

For more information please contact:

Jose Selles: 407-254-9627
Luis Simonetti: 407– 254-9298
Antonio Wright: 407-836-8462
Dwayne Horne: 407-254-9193
Corey Johnson: 407-254-9483

3rd Annual Fatherhood Breakfast

Orange County Head Start

Calling all dads, granddads, uncles, and other prominent male role models....
Can we talk?

Let's face it... Children need all the guidance we can provide to help them succeed and thrive at home and at school.

Join Us! Make A Difference!

March 2, 2017
9a.m. - 12p.m.

Taft Community Center

9450 S. Orange Avenue (32809)

For more information please contact:

Jose Selles: 407-254-9627
Luis Simonetti: 407– 254-9298
Antonio Wright: 407-836-8462
Dwayne Horne: 407-254-9193
Corey Johnson: 407-254-9483

Orange County Head Start
Fatherhood Committee
Presents

SECOND ANNUAL

DADDY DAUGHTER DANCE

When: Thursday, March 2, 2017
Where: 99 E. Marks St.
Orlando FL 32803
(Senior Recreation Complex)
Time: 5:00 PM to 7:00 PM

***** LIMITED SPACE AVAILABLE *****

R.S.V.P. with your Family Service Worker by Thursday February 16, 2017.

_____, FSW Phone: _____

Hal P. Marston's **MOMMY MOMENTS** Presents

Moms From All Centers

Welcomed!!!

FEBRUARY 27, 2017

12P-2P

- 12p-12:30 Getting Started Tips
- 12:30-1:30 Workout
- 1:30-2p Fuel Foods

ORANGE COUNTY GOVERNMENT

FAMILY SERVICES DEPARTMENT

HEAD START
POLICY COUNCIL MEETING DATES
2016-2017

Executive Board 2100 E. Michigan Street	Policy Council 1768 E. Michigan Street
August 8, 2016	August 18, 2016
September 6, 2016	September 15, 2016 *
October 10, 2016	October 20, 2016
November 7, 2016	November 17, 2016
December 5, 2016	December 15, 2016
January 9, 2017	January 19, 2017
February 6, 2017	February 16, 2017
March 6, 2017	March 16, 2017
April 10, 2017	April 20, 2017
May 8, 2017	May 18, 2017
June 5, 2017	June 15, 2017
July 10, 2017	July 20, 2017
August 7, 2017 (Tentative)	August 17, 2017 (Tentative)
(10 Days prior to Policy Council Meeting)	*Changing of the Guard Ceremony & PC Mtg @ Pine Hill Community Center (9-15-16) **Program Governance Training @ Hal Marston Head Start Center (9-10-16)
Lonnie C. Bell, Family Services Director	Sonya Hill, Head Start Division Manager

ORANGE COUNTY GOVERNMENT
HEAD START

POLICY COUNCIL MEETING MINUTES (corrected)

1768 East Michigan Street
Orlando, FL 32806
January 19, 2017

Call to Order by: Jeneka Lloyd 6:43pm

Roll Call by: Idalmis Echevarria

Quorum Established: Jeneka Lloyd

Attended By:

Jeneka Lloyd	Past Parent	Chairperson
Cecilia Pierre	Aloma	Representative
Idalmis Echevarria	Bithlo	Secretary
Annakay McCrae	Callahan	Representative
Charmaine Jobson	East Orange	Vice-Chairperson
Luz Ruiz	Engelwood	Alternate
Tameika Ward	Grand Avenue	Representative
Jacqueline Eugene	Hal P. Marston	Treasurer
Blanca Vallejo	John Bridges	Representative
Tiffany Thomas	Lila Mitchell	Representative
Courtney Sanders	Maxey	Representative
Leah Ackerman	Orlando Tech	Alternate
Heather Chisholm-Wright	Pine Hills	Parliamentarian
Abigail Soriano	Southwood	Representative
Tonette Vance	WS / ELC	Representative
Jenny Johnson	WS / Hope	Alternate
Victoria Siplin	BCC	Commissioner/Vice Mayor
Tina Wells	BCC	Alternate BCC
Gail Pressley	Career Source Central FL	Community Rep
Dexter Nelson	Past Parent	Community Rep

Visitors:

AnnMarie Alvarado	CHS EHS
Patrice Scott	Community Legal Services

Staff:

Polly Bouler	Teacher Assistant	Hal Marston
Sandra Moore	Admin Assistant	Main Office
Pedro Berrios	Warehouse Tech	Warehouse
Avis McWhite	Sr. Program Manager	Main Office

Tonya Hale	Center Manager	WS / Hope
Shauna Kirby	QA	Main Office
Felicia Williams	Teacher Assistant	WS / Hope
Helen Hill	Sr. Program Manager	Main Office

Chairperson Jeneka Lloyd requested a motion to adopt the agenda.

Motion: Gail Pressley, Community Rep
Second: Dexter Nelson, Community Rep
Status: The motion was carried with no objections

Speakers:

Shauna Kirby and Raquel Sapeg – Monitoring & Evaluation Coordinators
Handed out an overview of the QA unit. Their main task is to make sure the Head Start program is in full compliance with the state, federal and local regulations. They are instrumental in where money is needed to be spent in the program whether in the classroom or on the playgrounds. They check children's files to ensure all mandatory documentation is in the file and that they are reflected in the Child Plus system. They also ensure teacher's credentials are up to date. When necessary they implement a Correction Action Plan and revisit the problems to see if they are corrected. They are responsible for Administrative Reports and an annual Self and Community Assessment. They also create Standard Operating Procedures.

Chairperson Jeneka Lloyd requested a motion to approve the minutes from December 15, 2016
With corrections – Attendance was added

Motion: Dexter Nelson, Community Rep
Second: Gail Pressley, Community Rep
Status: The motion was carried with no objections

HR Report:

Avis McWhite, Sr. Program Manager is seeking approval to hire 2 qualified applicants for Center Manager; John Holmes, Marcia Cotton

Chairperson Lloyd requested a motion to accept the HR report and Avis McWhite recommendations for hire.

Motion: Tonette Vance, WS/ELC, Representative
Second: Charmaine Jobson, Vice-Chair, East Orange
Status: The motion was carried with no objections

Budget Report by Jacqueline Eugene, Treasurer

Manager's Report by Helen Hill in Sonya Hill's absence.
We are seeking 5 people to go to the Florida Head Start Conference in Orlando. March 14 – 17, 2017, 9AM to 5PM. Send all requests to Sandra Moore. You must have your own transportation.
Acknowledged the Getting Ahead Program and the Mommy Moments group.

Charmaine Jobson is looking for volunteers to work at the conference in different capacities. Also, a new mission and vision statement is being worked on.

Commissioner Report: Tina Wells
Since Victoria Siplin is now the Vice Mayor, Ms. Wells asked to update her title on the sign in sheet and roster. She also brought a magnet with her new mobile office hours at 3 locations.

Service Area Reports:
Vidya Deonarine, Education Coordinator, reported on the Head Start Child Outcomes compared to the nation.

Old Business:

- Committees – Chairperson Lloyd handed out the committees and the names appointed to them. If anyone feels they cannot serve on that committee, let Ms. Lloyd know. If someone does not see their name on a committee and would like to be on one, let Ms. Lloyd know.

Everyone can look in the By-Laws to get a description of all the committees. The Head Start Act also has information on the committees.

- Getting Ahead – The first classes have been held and it was very successful. Four people from the class were at the Policy Council meeting and related some of what they experienced in the class.

Heather Chisholm-Wright brought up some mistakes she found in the minutes. Add Heather Chisholm-Wright in attendance, Idalmis Echevarria, Secretary (remove representative)

Chairperson Jeneka Lloyd request motion to accept the minutes with changes
Motion: Dexter Nelson, Community Rep
Second: Charmaine Jobson, Vice-Chairperson
Status: The motion was carried with no objections

New Business

- Incredible Years – A 12 week program for parents at 4 sites. Contact your Family Services Worker to participate.

- Parent Activity Fund – All sites have turned in their request for activities for the 2016-2017 school year. The spreadsheet with all the requests was handed out. This will be voted on by the Council. Votes will be for the first choice only. Managers must also submit a sign in sheet for parents who promise to attend. That way the proper amount of food will be purchased. We do not want to over buy.

Chairperson Lloyd requested a motion to approve the Parent Activity Fund Requests
Motion: Jacqueline Eugene, Treasurer
Second: Cecilia Pierre, Aloma, Representative
Status: The motion was carried with no objections

- Orlando Tech @ 97% Attendance.

Public Comment:

- Gail Pressley handed out information on a Job Fair on 1/31/17 for the hospitality industry at the OCCC North Concourse
- A program for Apopka High School students coming up June 5 – July 28th.

- Victoria Siplin mentioned a meeting to be held on 1/24/17 at the BCC where Sheriff Jerry Demings will give a safety update.
- Mayor's Job Fair 1/25/17 at Barnett Park/Fairgrounds.

- Cecilie Pierre – Representative – Spoke about a fund for dialysis treatment in Grenada. Fundraiser will be held on 2/4/17 at the Rotary Club on Kirkman Road.

- Jeneka Lloyd reminded all about Guest Readers Week Jan 23-27th.

- Jacqueline Eugene announced the next Mommy Moments event at Hal Marston.

Chairperson Lloyd requested a motion to adjourn meeting

Motion: Gail Pressley, Community Representative
Second: Dexter Nelson, Community Representative
Status: The motion was carried with no objections

Adjourn: 8:20pm

Jeneka Lloyd
Signature

2/17/17
Date

NEXT POLICY COUNCIL MEETING
FEBRUARY 16, 2017
GOV- Great Oaks Village Dining Hall
1768 E. MICHIGAN STREET
ORLANDO, FL 32806
6:30 pm