



Interoffice Memorandum

March 19, 2018

AGENDA ITEM

TO: Mayor Teresa Jacobs
-AND-
Board of County Commissioners

THROUGH: 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: **Consent Agenda Item – April 10, 2018**
Filing of Head Start Policy Council Program Information and
Updates for the Official County Record

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

Head Start Policy Council Program Information and Updates	March 2018
Head Start Policy Council Meeting Minutes	February 15, 2018

**ACTION REQUESTED: Receipt and filing of Head Start Policy Council
Program Information and Updates March 2018 and
Head Start Policy Council Meeting Minutes
February 15, 2018 for the official county record.**

SH/kp

Attachment

C: Randy Singh, Assistant County Administrator
Cristina Berrios, Assistant County Attorney, County Attorney's Office
John Petrelli, Director, Risk Management and Professional Standards
Yolanda S. Brown, Manager, Fiscal Division, Family Services Department
Jamilie Clemens, Grants Supervisor, Finance Division
Patria Morales, Management & Budget Advisor, Office of Management
and Budget



Lonnie C. Bell, Jr.
Director, Family Services

Orange County Government

HEAD START POLICY COUNCIL

PROGRAM INFORMATION & UPDATES



Sonya L. Hill
Head Start Division Manager



MARCH 2018



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



**POLICY COUNCIL
MEETING**

Who: Policy Council Members

Date: THURSDAY, MARCH 15, 2018

Time: 6:30 P.M.

**Location: Great Oak Village Dining Hall
1718 E. Michigan Street
Orlando, FL 32806**

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

Children's snacks provided

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

SEE YOU THERE!!!!



AGENDA

Orange County Government • Policy Council Meeting
GOV Dining Hall 1718 E. Michigan Street, Orlando, FL 32806
March 15, 2018 6:30 p.m.

1. *Call to Order – Chairperson*
2. *Roll Call – Secretary*
 - *Confirm Quorum*
3. *Adoption of Agenda*
4. *Secretary Report*
 - a. *Review of Minutes from February 15, 2018*
5. Budget Report
6. Head Start Division Manager's Report – Sonya Hill, Head Start Division Manager
7. Commissioner/Commissioner's Liaison Report- Commissioner Victoria Siplin
8. Service Area Reports:
ERSEA, Mental Health & Disabilities, Nutrition, PFCE, Education
9. Old Business
 - a. Secretary's Position Vote
 - b. Fathers and Families Night Out Update
 - c. Finalize Committees
10. New Business
 - a. Education Program Outcomes
 - b. Parent Security Concern
 - c. Procedure for Complaints
 - d. Mother / Son Prom
11. Public Comment
12. Adjourn

Head Start Budget Summary February 2018

Head Start Budget Summary

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

Unit Name	Current Budget 2017 - 2018	OCT	NOV	DEC	JAN	FEB	Encumbered	Total YTD	BALANCE	YTD
7521 - ADMINISTRATION	\$1,364,563	\$60,100	\$111,295	\$83,920	\$227,830	\$71,987	\$1,249	\$55,133	\$808181	41%
7522 - OPERATIONS	\$9,953,131	\$641,625	\$1,138,410	\$657,027	\$1,331,760	\$777,452	\$210,709	\$4,546,274	\$5194163	48%
7523 - USDA ADMINISTRATION	\$182,442	\$9,015	\$13,723	\$12,309	\$18,051	\$18,894	\$0	\$71,992	\$113183	39%
7524 - USDA OPERATIONS	\$1,607,682	\$12,150	\$78,671	\$198,254	\$124,439	\$94,470	\$860,418	\$507,985	\$401994	77%
7525 - TRAINING	\$122,891	\$361	\$507	\$20,061	\$8,687	\$3,147	\$34,175	\$32,764	\$55952	54%
7526 - DISABILITIES	\$480,952	\$17,493	\$28,762	\$28,746	\$37,600	\$26,574	\$123,428	\$139,175	\$218349	55%
7527 - HEALTH AND DENTAL	\$280,663	\$12,123	\$16,604	\$16,478	\$15,631	\$12,374	\$10,000	\$73,210	\$197453	30%
7528 - PCFE	\$1,553,252	\$79,443	\$109,663	\$114,881	\$171,582	\$119,373	\$4,495	\$594,939	\$958818	38%

Budget Summary Report

What is Fiscal Policy?

Fiscal policy is the use of government spending and taxation to influence the economy. When the government decides on the goods and services it purchases, the transfer payments it distributes, or the taxes it collects, it is engaging in fiscal policy.

What is a 'General Ledger'

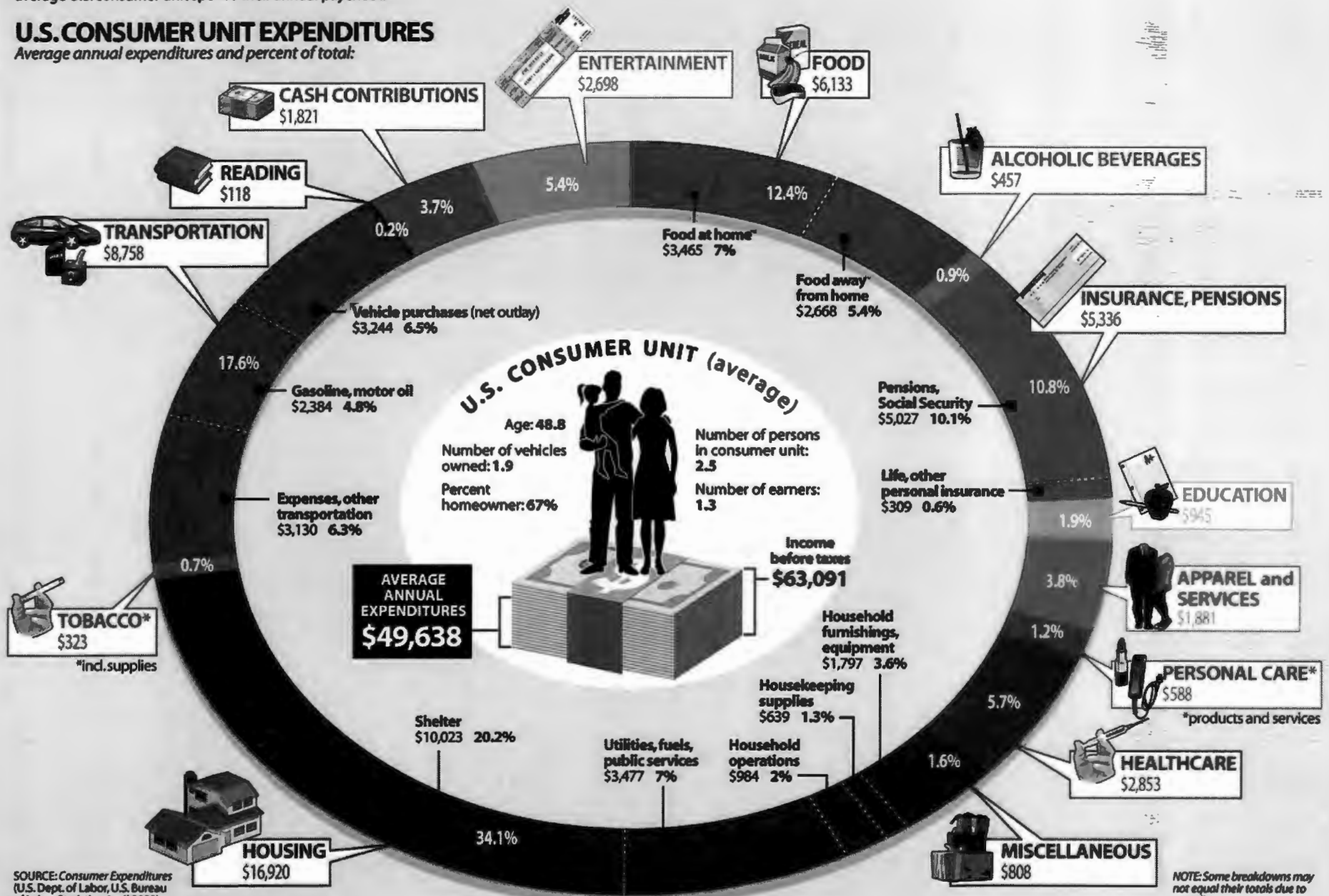
A general ledger is a Head Start's set of numbered accounts for its accounting records. The ledger provides a complete record of financial transactions. The ledger holds account information that is needed to prepare financial statements and includes accounts for assets, liabilities, revenues and expenses.

Where Does the Money Go?

The Department of Labor's latest survey provides a detailed look into how the average U.S. consumer unit spends their annual paycheck.

U.S. CONSUMER UNIT EXPENDITURES

Average annual expenditures and percent of total:



SOURCE: Consumer Expenditures (U.S. Dept. of Labor, U.S. Bureau of Labor Statistics, April 2009)

ORANGE COUNTY, FL

RUN DATE: 03-01-2018

SUMMARY TRIAL BALANCE BY FUND

PAGE: 288

RUN TIME: 08:02:46

For Fiscal Period 5 for FY 2018

Fund# (227/315)

Fund	B.S.Account	Type	Ind.	Obj.	Rev.Src	Begin Balance	Total Debits	Total Credits	Ending Balance
7008	1000 DISBUR CLEAR	1				0.00	267,652.04	267,652.04	0.00
7008	1001 EFT DISB CLRG	1				0.00	17,943.11	17,943.11	0.00
7008	1003 PAYROLL CLRG	1				0.00	716,834.83	716,834.83	0.00
7008	1010 POOLED CASH	1				469,051.02-	1,090,745.17	1,090,580.59	468,886.44-
7008	1460 ACCOUNT RECV	1				1,856.42	0.00	0.00	1,856.42
7008	1900 ALLOW FOR DO	1				1,856.42-	0.00	0.00	1,856.42-
Total Assets						469,051.02-	2,093,175.15	2,093,010.57	468,886.44-
7008	4010 ACCOUNTS PAY	2				1,914.95-	48,055.97	70,917.79	24,776.77-
7008	4015 UNCLAIM OUTS	2				10.15-	0.00	0.00	10.15-
7008	4016 ABANDONED PR	2				36.22-	0.00	27.51	63.73-
7008	4017 GARNISHMNTS	2				166.97-	2,069.25	2,069.25	166.97-
7008	4251 RETMT PAY EMPYR2					31,264.19-	20,623.85	20,955.26	31,595.60-
7008	4252 HSA EMPLOYEE	2				1,847.77-	3,695.53	3,657.07	1,809.31-
7008	4253 HSA EMPLOYER	2				0.00	375.00	375.00	0.00
7008	4254 TOBAC PAYBL	2				0.00	100.00	100.00	0.00
7008	4256 MED BENFLX	2				0.00	202,348.77	202,348.77	0.00
7008	4257 FLEX SPDG AC	2				0.00	1,925.20	1,925.20	0.00
7008	4258 NON-MED BNFLX	2				0.00	16,243.78	16,243.78	0.00
7008	4263 RETMT PAY EMPYR2					85,971.95-	56,792.83	58,132.33	87,311.45-
7008	4265 DEF COMP	2				3,690.97-	7,280.96	7,236.85	3,646.86-
7008	4267 CHAR CONT	2				0.00	2,695.44	2,695.44	0.00
7008	4268 SUP INSUR	2				0.00	1,117.40	1,117.40	0.00
7008	4271 ROTH DEF COMP	2				501.15-	996.50	1,000.94	505.59-
Total Liabilities						125,404.32-	364,320.48	388,802.59	149,886.43-
7008			1120		REG SALARIES	2,990,708.70	717,293.69	73,968.89	3,634,033.50
7008			1130		OTHER SALARI	51,852.84	13,362.36	0.00	65,215.20
7008			1140		OVERTIME	12,205.16	3,320.54	0.00	15,525.70
7008			2110		FICA TAXES	222,557.49	53,326.21	5,391.59	270,492.11
7008			2120		RETIREMENT C	238,733.84	58,125.46	5,999.44	290,859.86
7008			2130		LIFE HLTH IN	716,412.98	182,635.45	17,652.92	881,395.51

ORANGE COUNTY, FL

RUN DATE: 03-01-2018

SUMMARY TRIAL BALANCE BY FUND

PAGE: 289

RUN TIME: 08:02:46

For Fiscal Period 5 for FY 2018

Fund# (227/315)

Fund	B.S.Account	Type	Ind.	Obj.	Rev.Src	Begin Balance	Total Debits	Total Credits	Ending Balance
7008				2131	HSA/FSA CONTNB	0.00	375.00	375.00	0.00
7008				3125	INDIRECT COS	106,329.00	0.00	0.00	106,329.00
7008				3167	PYMTS TO OTH	1,596.00	1,170.28	300.00	2,466.28
7008				3170	JANITORIAL S	3,954.59	1,295.46	647.73	4,602.32
7008				3185	CONTR SV-TRN	15,400.00	0.00	0.00	15,400.00
7008				3192	SFTWR LICENS	0.00	17,392.94	0.00	17,392.94
7008				3195	CONTR-MEDICA	5,840.00	8,787.00	6,217.00	8,410.00
7008				3197	CONTR SV NOS	510.00	731.40	548.55	692.85
7008				3350	OTH INSURANC	12,119.00	0.00	0.00	12,119.00
7008				3410	LOCAL TRAVEL	3,971.84	26.17	26.17	3,971.84
7008				3420	OUT CNTY TRV	7,771.23	3,306.57	584.17	10,493.63
7008				3510	POSTAGE and ME	0.00	4.33	0.00	4.33
7008				3530	TOLL CHARGES	437.47	0.00	0.00	437.47
7008				3610	RENTAL EQUIP	18,434.77	7,926.45	3,464.21	22,897.01
7008				3620	LEASES-BUILDING	145,806.55	20,553.40	10,376.70	155,983.25
7008				3710	UTILITIES	7,081.45	3,915.43	1,932.84	9,064.04
7008				3720	COMMUNICATIO	8,512.10	4,951.76	2,599.83	10,864.03
7008				3810	MAINTENANCE OF	1,693.75	21,352.18	10,676.09	12,369.84
7008				3820	MT OF EQUIP	5,775.91	5,456.57	2,492.88	8,739.60
7008				3825	INTERNAL FLEET	2,869.30	456.74	0.00	3,326.04
7008				4010	DUESandMEMBERS	6,144.00	450.00	0.00	6,594.00
7008				4020	BOOKS, COMPACT	83.58	2,037.15	0.00	2,120.73
7008				4030	TRAINING AND ED	5,825.00	0.00	0.00	5,825.00
7008				4040	LICENSE and CE	475.00	425.00	0.00	900.00
7008				4110	OFFICE SUPPLIES	2,250.49	6,836.84	0.00	9,087.33
7008				4115	MISCELLANEOUS O	1,991.89	307.19	0.00	2,299.08
7008				4116	EVENT/MEAL REIM	967.50	675.88	0.34	1,643.04
7008				4121	COMPU EQ <\$500	413.08	1,051.20	308.00	1,156.28
7008				4123	EQUIPMT < \$1000	3,327.93	744.27	0.00	4,072.20
7008				4135	FOODandDIETARY	32,990.14	18,966.43	6,945.96	45,010.61
7008				4139	MEDICINESandDR	0.00	87.00	0.00	87.00
7008				4412	PROMO EXPEN	0.00	1,479.13	0.00	1,479.13
7008				4418	ED ASSIST PR	5,156.18	2,500.00	0.00	7,656.18
7008				4422	SCHOLARSHIPS	0.00	89.90	0.00	89.90

ORANGE COUNTY, FL

RUN DATE: 03-01-2018

SUMMARY TRIAL BALANCE BY FUND

PAGE: 290

RUN TIME: 08:02:46

For Fiscal Period 5 for FY 2018

Fund# (227/315)

Fund	B.S.Account	Type Ind.	Obj.	Rev.Src	Begin Balance	Total Debits	Total Credits	Ending Balance
7008			4482	SELF INS-PRO	285,499.00	0.00	0.00	285,499.00
7008			6410	EQUIPMENT	4,890.65	0.00	0.00	4,890.65
Total Expenditure					4,930,588.41	1,161,415.38	150,508.31	5,941,495.48
7008			3140	HLTH & HUMAN	3,922,900.32-	0.00	986,589.54	4,909,489.86-
7008			8130	GEN FD-INTRF	413,232.75-	0.00	0.00	413,232.75-
Total Revenue					4,336,133.07-	0.00	986,589.54	5,322,722.61-
Total for fund 7008					0.00-	3,618,911.01	3,618,911.01	0.00-

**FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH FEBRUARY 28, 2018: FUND: 7008 DEPT: 062 UNIT: 7521 [ADMIN]: 42% OF FY
ELAPSED**

OBJ	APR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	PRE-ENC AMOUNT	ENC AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	9FA	REGULAR SALARIES and WAGES	852,875.00	45,221.45	59,040.14	59,631.42	89,203.21	50,261.55	.00	.00	303,357.77	549,517.23	36%
1130	9FA	OTHER SALARIES and WAGES	.00	.00	.00	2,175.33	3,312.16	2,210.19	.00	.00	7,697.68	-7,697.68	0%
1140	9FA	OVERTIME	7,000.00	594.97	97.80	357.76	.00	501.51	.00	.00	1,552.04	5,447.96	22%
2110	9FA	FICA TAXES	65,245.00	3,322.26	4,284.64	4,501.78	6,677.14	3,818.79	.00	.00	22,604.61	42,640.39	35%
2120	9FA	RETIREMENT CONTRIBUTION	67,462.00	3,553.35	4,645.30	4,385.11	6,207.16	4,184.07	.00	.00	22,974.99	44,487.01	34%
2130	9FA	LIFE and HEALTH INSURANCE	187,000.00	7,408.29	9,879.48	9,613.56	14,519.48	9,490.50	.00	.00	50,911.31	136,088.69	27%
2131	9FA	HSA/FSA CONTRIBUTION	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	0%
2200	9FA	PAYMENTS TO OPEB TRUST	8,959.00	.00	.00	.00	.00	.00	.00	.00	.00	8,959.00	0%
		SALARIES	1,188,541.00	60,100.32	77,947.36	80,664.96	119,919.15	70,466.61	.00	.00	409,098.40	779,442.60	34%
3125	9FB	INDIRECT COSTS	106,329.00	.00	.00	.00	106,329.00	.00	.00	.00	106,329.00	.00	100%
3179	9FC	CONTRACT SVC EMPLOY AGENT	6,000.00	.00	.00	.00	.00	.00	.00	.00	.00	6,000.00	0%
3410	9FC	LOCAL TRAVEL	5,000.00	.00	.00	575.20	388.91	.00	.00	.00	964.11	4,035.89	19%
3510	9FC	POSTAGE and MESSENGER SVCS	250.00	.00	.00	.00	.00	4.33	.00	.00	4.33	245.67	2%
3530	9FC	TOLL CHARGES	150.00	.00	.00	16.24	35.55	.00	.00	.00	51.79	98.21	35%
3610	9FC	RENTAL OF EQUIPMENT	3,000.00	.00	237.23	474.46	237.23	.00	.00	711.69	948.92	1,339.39	55%
3720	9FC	COMMUNICATIONS	3,000.00	.00	.00	678.42	335.26	335.74	.00	.00	1,349.42	1,650.58	45%
3820	9FC	MAINTENANCE OF EQUIPMENT	3,500.00	.00	123.17	638.82	275.67	.00	.00	537.34	1,037.66	1,925.00	45%
3910	9FC	GRAPHIC REPROD SVCS	500.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	0%
4010	9FC	DUES and MEMBERSHIPS	8,000.00	.00	6,144.00	.00	.00	450.00	.00	.00	6,594.00	1,406.00	82%
4020	9FC	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	2,000.00	.00	.00	.00	83.58	.00	.00	.00	83.58	1,916.42	4%
4110	9FC	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	3,500.00	.00	.00	566.63	65.85	535.80	.00	.00	1,168.28	2,331.72	33%
4115	9FC	MISCELLANEOUS OPERATING SUPPLIES	750.00	.00	.00	.00	9.78	.00	.00	.00	9.78	740.22	1%
4120	9FC	SOFTWARE < \$1000	50.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	0%
4121	9FC	COMPUTER EQUIPMENT LESS THAN \$500	50.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	0%
4123	9FC	EQUIPMENT LESS THAN \$1000	3,000.00	.00	.00	305.54	149.99	105.10	.00	.00	560.63	2,439.37	19%
4412	9FC	PROMOTIONAL EXPENSES	500.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	0%
4418	9FC	EDUCATIONAL ASSISTANCE PROGRAM	2,500.00	.00	.00	.00	.00	.00	.00	.00	.00	2,500.00	0%
4422	9FC	SCHOLARSHIPS,AWARDS,BENEF	1,100.00	.00	.00	.00	.00	89.90	.00	.00	89.90	1,010.10	8%
4482	9FG	SELF INS-PROP CASUALTY	26,843.00	.00	26,843.00	.00	.00	.00	.00	.00	26,843.00	.00	100%
		OPERATING EXPENSES	176,022.00	.00	33,347.40	3,255.31	107,910.82	1,520.87	.00	1,249.03	146,034.40	28,738.57	84%
		TOTAL UNIT 7521	1,364,563.00	60,100.32	111,294.76	83,920.27	227,829.97	71,987.48	.00	1,249.03	555,132.80	808,181.17	41%

FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH FEBRUARY 28, 2018: FUND: 7008 DEPT: 062 UNIT: 7522 [SERVICES] - 42% OF FY ELAPSED

OBJ	APR	OBJECT NAME	CURRENT						PRE-ENC AMOUNT	ENC AMOUNT	TOTAL		% BUDGET USED YTD
			BUDGET	OCT	NOV	DEC	JAN	FEB			YTD	BALANCE	
1120	9FE	REGULAR SALARIES and WAGES	5,586,048.00	432,103.05	599,084.38	425,715.83	825,604.98	487,096.45	.00	.00	2,769,604.69	2,816,443.31	50%
1130	9FE	OTHER SALARIES and WAGES	50,000.00	9,858.04	14,970.49	8,372.56	8,558.10	8,067.05	.00	.00	49,826.24	173.76	100%
1140	9FE	OVERTIME	10,000.00	2,113.76	1,838.14	1,968.60	1,669.12	2,548.59	.00	.00	10,138.21	-138.21	101%
2110	9FE	FICA TAXES	431,922.00	32,479.35	45,174.55	31,852.24	61,136.49	36,268.27	.00	.00	206,910.90	225,011.10	48%
2120	9FE	RETIREMENT CONTRIBUTION	446,602.00	34,847.69	48,040.40	34,399.47	66,629.98	39,527.93	.00	.00	223,445.47	223,156.53	50%
2130	9FE	LIFE and HEALTH INSURANCE	2,083,400.00	103,443.30	139,085.93	103,261.42	227,588.97	130,622.67	.00	.00	704,002.29	1,379,397.71	34%
2131	9FE	HSA/FSA CONTRIBUTION	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	0%
2150	9FE	UNEMPLOYMENT COMPENSATION	7,000.00	.00	.00	.00	.00	.00	.00	.00	.00	7,000.00	0%
2200	9FE	PAYMENTS TO OPEB TRUST	108,996.00	.00	.00	.00	.00	.00	.00	.00	.00	108,996.00	0%
		SALARIES	8,723,968.00	614,845.19	848,193.89	605,570.12	1,191,187.64	704,130.96	.00	.00	3,963,927.80	4,760,040.20	45%
		PAYMENTS TO OTHER GOVERNMENTAL											
3167	9FF	AGENCIES	8,000.00	.00	420.00	540.00	636.00	870.28	.00	7,084.00	2,466.28	-1,550.28	119%
3170	9FF	JANITORIAL SVC and SUPPLY	25,000.00	1,295.46	647.73	1,005.70	1,005.70	647.73	.00	.00	4,602.32	20,397.68	18%
3185	9FF	CONTRACT SVC-TRAINING	5,000.00	.00	.00	.00	.00	.00	.00	.00	.00	5,000.00	0%
3192	9FF	SOFTWARE LICENSING SUPPORT FEE	42,390.00	.00	.00	.00	.00	17,392.94	.00	23,568.00	17,392.94	1,429.06	97%
3195	9FF	CONTRACT SERVICES MEDICAL	1,700.00	.00	.00	.00	.00	.00	.00	.00	.00	1,700.00	0%
		CONTRACTUAL SERVICES NOT											
3197	9FF	OTHERWISE SPECIFIED	22,442.00	.00	.00	510.00	.00	182.85	.00	11,945.20	692.85	9,803.95	56%
3350	9FF	OTHER INSURANCE and BONDS	11,000.00	.00	12,119.00	.00	.00	.00	.00	.00	12,119.00	-1,119.00	110%
3410	9FF	LOCAL TRAVEL	10,000.00	.00	.00	1,260.33	575.41	.00	.00	.00	1,835.74	8,164.26	18%
3520	9FF	MOVING EXPENSE-CO ASSETS	3,000.00	.00	.00	.00	.00	.00	.00	.00	.00	3,000.00	0%
3530	9FF	TOLL CHARGES	1,500.00	.00	.00	235.03	136.86	.00	.00	.00	371.89	1,128.11	25%
3610	9FF	RENTAL OF EQUIPMENT	40,000.00	.00	4,632.57	8,153.81	4,699.47	4,462.24	.00	22,688.39	21,948.09	-4,636.48	112%
3620	9FF	LEASES-BUILDINGS/STRUCTURES	263,356.00	20,553.40	10,276.70	10,376.70	104,599.75	10,176.70	.00	.00	155,983.25	107,372.75	59%
3710	9FF	UTILITIES	30,000.00	1,678.74	1,969.31	2,109.25	1,324.15	1,982.59	.00	.00	9,064.04	20,935.96	30%
3720	9FF	COMMUNICATIONS	30,000.00	700.13	504.90	3,090.82	1,733.59	1,571.85	.00	.00	7,601.29	22,398.71	25%
		MAINTENANCE OF BUILDINGS,											
3810	9FF	IMPROVEMENTS, AND GROUNDS	50,000.00	677.50	338.75	338.75	338.75	10,676.09	.00	7,174.66	12,369.84	30,455.50	39%
3820	9FF	MAINTENANCE OF EQUIPMENT	25,000.00	.00	1,185.23	2,147.87	1,405.15	2,963.69	.00	17,392.42	7,701.94	-94.36	100%
		MAINTENANCE OF COMPUTER											
3823	9FF	EQUIPMENT	50.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	0%
		INTERNAL FLEET MANAGEMENT											
3825	9FD	CHARGES	20,145.00	.00	374.26	293.95	2,201.09	456.74	.00	.00	3,326.04	16,818.96	17%
3910	9FF	GRAPHIC REPROD SVCS	1,500.00	.00	.00	.00	.00	.00	.00	.00	.00	1,500.00	0%
		BOOKS, COMPACT DISKS, VIDEOS, AND											
4020	9FF	SUBSCRIPTIONS	3,500.00	.00	.00	.00	.00	2,037.15	.00	.00	2,037.15	1,462.85	58%
4040	9FF	LICENSE AND CERTIFICATION FEES	1,000.00	.00	.00	100.00	100.00	.00	.00	.00	200.00	800.00	20%
		OFFICE SUPPLIES (NOT INCLUDING											
4110	9FF	PRINTING)	29,300.00	.00	.00	.00	1,600.91	4,043.69	.00	.00	5,644.60	23,655.40	19%
4115	9FF	MISCELLANEOUS OPERATING SUPPLIES	75,000.00	.00	.00	304.64	1,677.47	307.19	.00	.00	2,289.30	72,710.70	3%
4116	9FF	EVENT/MEAL REIMBURSEMENTS	8,500.00	.00	.00	393.30	.00	654.30	.00	.00	1,047.60	7,452.40	12%
4120	9FF	SOFTWARE < \$1000	6,902.00	.00	.00	.00	.00	.00	.00	.00	.00	6,902.00	0%

4121	9FF	COMPUTER EQUIPMENT LESS THAN \$500	5,000.00	.00	.00	413.08	.00	102.00	.00	3,232.00	515.08	1,252.92	75%
4123	9FF	EQUIPMENT LESS THAN \$1000	19,800.00	.00	.00	2,241.52	.00	272.46	.00	12,086.72	2,513.98	5,199.30	74%
4135	9FF	FOODandDIETARY	150,000.00	.00	3,461.48	16,692.16	12,836.50	12,020.47	.00	96,936.28	45,010.61	8,053.11	95%
4175	9FF	CLOTHING AND WEARING APPAREL	100.00	.00	.00	.00	.00	.00	.00	.00	.00	100.00	0%
4195	9FF	MISC SUPPLIES OR EXPENSES	1,000.00	.00	.00	.00	.00	.00	.00	.00	.00	1,000.00	0%
4412	9FF	PROMOTIONAL EXPENSES	2,000.00	.00	.00	.00	.00	.00	.00	.00	.00	2,000.00	0%
4418	9FF	EDUCATIONAL ASSISTANCE PROGRAM	19,452.00	1,875.00	1,220.40	1,250.00	810.78	2,500.00	.00	.00	7,656.18	11,795.82	39%
4440	9FF	IMPROVEMTS TO NON-COUNTY ASSETS	6,000.00	.00	.00	.00	.00	.00	.00	.00	.00	6,000.00	0%
4450	9FF	PARENT ACTIVITY FUND	100.00	.00	.00	.00	.00	.00	.00	.00	.00	100.00	0%
4452	9FN	FIELD TRIPS-HEAD START	15,360.00	.00	.00	.00	.00	.00	.00	.00	.00	15,360.00	0%
4482	9FD	SELF INS-PROP CASUALTY	253,066.00	.00	253,066.00	.00	.00	.00	.00	.00	253,066.00	.00	100%
6310	9FD	STRUCT and FAC OTH TH BLDGS	25,000.00	.00	.00	.00	.00	.00	.00	.00	.00	25,000.00	0%
6410	9FD	EQUIPMENT	10,000.00	.00	.00	.00	4,890.65	.00	1,985.00	.00	4,890.65	3,124.35	69%
6438	9FD	COMPUTER EQUIPMENT > \$500	1,000.00	.00	.00	.00	.00	.00	.00	1,650.00	.00	-650.00	165%
6440	9FD	SOFTWARE	7,000.00	.00	.00	.00	.00	.00	.00	6,951.00	.00	49.00	99%
		OPERATING EXPENSES	1,229,163.00	26,780.23	290,216.33	51,456.91	140,572.23	73,320.96	1,985.00	210,708.67	582,346.66	434,122.67	65%
		TOTAL UNIT 7522	9,953,131.00	641,625.42	1,138,410.22	657,027.03	1,331,759.87	777,451.92	1,985.00	210,708.67	4,546,274.46	5,194,162.87	48%

**FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH FEBRUARY 28, 2018: FUND: 7008 DEPT: 062 UNIT: 7525 [TRNG] - 42% OF FY
ELAPSED**

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	PRE-ENC AMOUNT	ENC AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
3185	9FH	CONTRACT SVC-TRAINING	13,500.00	.00	.00	15,400.00	.00	.00	.00	34,175.00	15,400.00	-36,075.00	367%
3420	9FH	OUT OF COUNTY TRAVEL	21,400.00	561.40	507.00	1,521.48	5,181.35	2,722.40	.00	.00	10,493.63	10,906.37	49%
3610	9FH	RENTAL OF EQUIPMENT	2,000.00	.00	.00	.00	.00	.00	.00	.00	.00	2,000.00	0%
3620	9FH	LEASES-BUILDINGS/STRUCTURES	2,000.00	.00	.00	.00	.00	.00	.00	.00	.00	2,000.00	0%
3910	9FH	GRAPHIC REPROD SVCS	2,000.00	.00	.00	.00	.00	.00	.00	.00	.00	2,000.00	0%
4020	9FH	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	1,000.00	.00	.00	.00	.00	.00	.00	.00	.00	1,000.00	0%
4030	9FH	TRAINING AND EDUCATIONAL COST	73,400.00	-125.00	.00	2,444.00	3,506.00	.00	.00	.00	5,825.00	67,575.00	8%
4040	9FH	LICENSE AND CERTIFICATION FEES	1,500.00	-75.00	.00	350.00	.00	425.00	.00	.00	700.00	800.00	47%
4110	9FH	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	1,500.00	.00	.00	.00	.00	.00	.00	.00	.00	1,500.00	0%
4115	9FH	MISCELLANEOUS OPERATING SUPPLIES	1,591.00	.00	.00	.00	.00	.00	.00	.00	.00	1,591.00	0%
4116	9FH	EVENT/MEAL REIMBURSEMENTS	2,000.00	.00	.00	345.78	.00	.00	.00	.00	345.78	1,654.22	17%
4418	9FH	EDUCATIONAL ASSISTANCE PROGRAM	1,000.00	.00	.00	.00	.00	.00	.00	.00	.00	1,000.00	0%
		OPERATING EXPENSES ONLY	122,891.00	361.40	507.00	20,061.26	8,687.35	3,147.40	.00	34,175.00	32,764.41	55,951.59	54%
		TOTAL UNIT 7525	122,891.00	361.40	507.00	20,061.26	8,687.35	3,147.40	.00	34,175.00	32,764.41	55,951.59	54%

FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH FEBRUARY 28, 2018: FUND: 7008 DEPT: 062 UNIT: 7526 [DISABILITY] - 42% OF FY ELAPSED

OBJ	APR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	PRE-ENC AMOUNT	ENC AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	9FI	REGULAR SALARIES and WAGES	209,068.00	12,656.00	16,372.25	18,841.53	24,513.82	17,067.20	.00	.00	89,450.80	119,617.20	43%
2110	9FI	FICA TAXES	15,994.00	860.60	1,109.03	1,297.96	1,646.20	1,152.91	.00	.00	6,066.70	9,927.30	38%
2120	9FI	RETIREMENT CONTRIBUTION	16,537.00	1,002.36	1,296.68	1,492.25	1,941.48	1,351.72	.00	.00	7,084.49	9,452.51	43%
2130	9FI	LIFE and HEALTH INSURANCE	44,000.00	2,974.43	3,966.40	3,966.40	6,409.11	4,272.74	.00	.00	21,589.08	22,410.92	49%
2131	9FI	HSA/FSA CONTRIBUTION	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	0%
2200	9FI	PAYMENTS TO OPEB TRUST	2,488.00	.00	.00	.00	.00	.00	.00	.00	.00	2,488.00	0%
		SALARIES	288,087.00	17,493.39	22,744.36	25,598.14	34,510.61	23,844.57	.00	.00	124,191.07	163,895.93	43%
3195	9FK	CONTRACT SERVICES MEDICAL	171,375.00	.00	428.00	2,650.00	2,762.00	2,570.00	.00	123,428.00	8,410.00	39,537.00	77%
3275	9FK	MEDICAL SVCS	5,000.00	.00	.00	.00	.00	.00	.00	.00	.00	5,000.00	0%
3410	9FK	LOCAL TRAVEL	4,100.00	.00	.00	212.18	185.48	.00	.00	.00	397.66	3,702.34	10%
3530	9FK	TOLL CHARGES	250.00	.00	.00	2.18	8.88	.00	.00	.00	11.06	238.94	4%
3720	9FK	COMMUNICATIONS	2,100.00	.00	.00	266.08	133.04	133.44	.00	.00	532.56	1,567.44	25%
4020	9FK	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	500.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	0%
4110	9FK	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	1,700.00	.00	.00	17.10	.00	25.99	.00	.00	43.09	1,656.91	3%
4115	9FK	MISCELLANEOUS OPERATING SUPPLIES	1,250.00	.00	.00	.00	.00	.00	.00	.00	.00	1,250.00	0%
4418	9FK	EDUCATIONAL ASSISTANCE PROGRAM	1,000.00	.00	.00	.00	.00	.00	.00	.00	.00	1,000.00	0%
4482	9FK	SELF INS-PROP CASUALTY	5,590.00	.00	5,590.00	.00	.00	.00	.00	.00	5,590.00	.00	100%
		OPERATING EXPENSES	192,865.00	.00	6,018.00	3,147.54	3,089.40	2,729.43	.00	123,428.00	14,984.37	54,452.63	72%
		TOTAL UNIT 7526	480,952.00	17,493.39	28,762.36	28,745.68	37,600.01	26,574.00	.00	123,428.00	139,175.44	218,348.56	55%

FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH FEBRUARY 28, 2018: FUND: 7008 DEPT: 062 UNIT: 7527 [CHILDHOOD HLTH & DEV.] - 42% OF FY ELAPSED

OBJ	APR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	PRE-ENC AMOUNT	ENC AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	9FV	REGULAR SALARIES and WAGES	158,717.00	8,872.16	12,209.47	11,529.81	11,141.76	8,831.79	.00	.00	52,584.99	106,132.01	33%
1140	9FV	OVERTIME	.00	.00	.00	141.36	64.26	270.44	.00	.00	476.06	-476.06	0%
2110	9FV	FICA TAXES	12,141.00	645.03	889.12	850.07	819.73	675.34	.00	.00	3,879.29	8,261.71	32%
2120	9FV	RETIREMENT CONTRIBUTION	12,555.00	702.68	967.00	811.90	887.53	720.89	.00	.00	4,090.00	8,465.00	33%
2130	9FV	LIFE and HEALTH INSURANCE	44,000.00	1,903.60	2,538.49	2,085.00	2,370.11	1,227.84	.00	.00	10,125.04	33,874.96	23%
		SALARIES	227,413.00	12,123.47	16,604.08	15,418.14	15,283.39	11,726.30	.00	.00	71,155.38	156,257.62	31%
3179	9FW	CONTRACT SVC EMPLOY AGENT	7,000.00	.00	.00	.00	.00	.00	.00	.00	.00	7,000.00	0%
3195	9FW	CONTRACT SERVICES MEDICAL	20,900.00	.00	.00	.00	.00	.00	.00	10,000.00	.00	10,900.00	48%
3410	9FW	LOCAL TRAVEL	1,200.00	.00	.00	129.45	244.61	.00	.00	.00	374.06	825.94	31%
3530	9FW	TOLL CHARGES	250.00	.00	.00	.00	2.73	.00	.00	.00	2.73	247.27	1%
3720	9FW	COMMUNICATIONS	4,750.00	.00	.00	299.55	99.78	120.34	.00	.00	519.67	4,230.33	11%
4110	9FW	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	1,000.00	.00	.00	.00	.00	.00	.00	.00	.00	1,000.00	0%
4115	9FW	MISCELLANEOUS OPERATING SUPPLIES	1,000.00	.00	.00	.00	.00	.00	.00	.00	.00	1,000.00	0%
4121	9FW	COMPUTER EQUIPMENT LESS THAN \$500	50.00	.00	.00	.00	.00	440.00	.00	.00	440.00	-390.00	880%
4123	9FW	EQUIPMENT LESS THAN \$1000	1,000.00	.00	.00	630.88	.00	.00	.00	.00	630.88	369.12	63%
4139	9FW	MEDICINESandDRUGS	100.00	.00	.00	.00	.00	87.00	.00	.00	87.00	13.00	87%
4143	9FW	MEDandSURG SUPPLIES	15,000.00	.00	.00	.00	.00	.00	.00	.00	.00	15,000.00	0%
4418	9FW	EDUCATIONAL ASSISTANCE PROGRAM	500.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	0%
4450	9FW	PARENT ACTIVITY FUND	500.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	0%
		OPERATING EXPENSES	53,250.00	.00	.00	1,059.88	347.12	647.34	.00	10,000.00	2,054.34	41,195.66	23%
		TOTAL UNIT 7527	280,663.00	12,123.47	16,604.08	16,478.02	15,630.51	12,373.64	.00	10,000.00	73,209.72	197,453.28	30%

**FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH FEBRUARY 28, 2018: FUND: 7008 DEPT: 062 UNIT: 7528 [PARENT FAM. & COMM.]:
42% OF FY ELAPSED**

OBJ	APR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	PRE-ENC AMOUNT	ENC AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	9FX	REGULAR SALARIES and WAGES	1,051,129.00	57,326.60	80,122.28	82,112.49	119,406.07	80,067.81	.00	.00	419,035.25	632,093.75	40%
1130	9FX	OTHER SALARIES and WAGES	.00	.00	.00	2,241.28	2,364.88	3,085.12	.00	.00	7,691.28	-7,691.28	0%
1140	9FX	OVERTIME	.00	709.34	666.76	312.81	1,670.48	.00	.00	.00	3,359.39	-3,359.39	0%
2110	9FX	FICA TAXES	80,410.00	4,171.07	5,809.22	6,119.18	8,911.83	6,019.31	.00	.00	31,030.61	49,379.39	39%
2120	9FX	RETIREMENT CONTRIBUTION	83,147.00	4,596.46	6,209.60	6,528.12	9,589.32	6,341.41	.00	.00	33,264.91	49,882.09	40%
2130	9FX	LIFE and HEALTH INSURANCE	297,000.00	12,639.43	16,854.72	16,854.86	29,050.00	19,368.78	.00	.00	94,767.79	202,232.21	32%
2131	9FX	HSA/FSA CONTRIBUTION	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	0%
		SALARIES	1,511,686.00	79,442.90	109,662.58	114,168.74	170,992.58	114,882.43	.00	.00	589,149.23	922,536.77	39%
3410	9FY	LOCAL TRAVEL	2,500.00	.00	.00	263.17	137.10	.00	.00	.00	400.27	2,099.73	16%
3530	9FY	TOLL CHARGES	100.00	.00	.00	.00	.00	.00	.00	.00	.00	100.00	0%
3720	9FY	COMMUNICATIONS	14,000.00	.00	.00	447.02	223.51	190.56	.00	.00	861.09	13,138.91	6%
4020	9FY	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	500.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	0%
4110	9FY	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	7,000.00	.00	.00	.00	.00	2,231.36	.00	.00	2,231.36	4,768.64	32%
4115	9FY	MISCELLANEOUS OPERATING SUPPLIES	1,000.00	.00	.00	.00	.00	.00	.00	.00	.00	1,000.00	0%
4116	9FY	EVENT/MEAL REIMBURSEMENTS	4,000.00	.00	.00	.00	228.42	21.24	.00	.00	249.66	3,750.34	6%
4121	9FY	COMPUTER EQUIPMENT LESS THAN \$500	5,050.00	.00	.00	.00	.00	201.20	.00	4,495.00	201.20	353.80	93%
4123	9FY	EQUIPMENT LESS THAN \$1000	1,200.00	.00	.00	.00	.00	366.71	.00	.00	366.71	833.29	31%
4412	9FY	PROMOTIONAL EXPENSES	5,000.00	.00	.00	.00	.00	1,479.13	.00	.00	1,479.13	3,520.87	30%
4418	9FY	EDUCATIONAL ASSISTANCE PROGRAM	1,000.00	.00	.00	.00	.00	.00	.00	.00	.00	1,000.00	0%
4450	9FY	PARENT ACTIVITY FUND	5,216.00	.00	.00	.00	.00	.00	.00	.00	.00	5,216.00	0%
		OPERATING EXPENSES	46,566.00	.00	.00	710.19	589.03	4,490.20	.00	4,495.00	5,789.42	36,281.58	22%
		TOTAL UNIT 7528	1,558,252.00	79,442.90	109,662.58	114,878.93	171,581.61	119,372.63	.00	4,495.00	594,938.65	958,818.35	38%

FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH FEBRUARY 28, 2018: FUND: 7408 DEPT: 062 UNIT: 7524 : USDA [SERV.] - 42% OF FY ELAPSED

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	PRE-ENC AMOUNT	ENC AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	9FT	REGULAR SALARIES and WAGES	168,185.00	8,033.45	10,796.45	10,759.31	15,980.65	11,581.43	.00	.00	57,151.29	111,033.71	34%
2110	9FT	FICA TAXES	12,866.00	568.56	764.59	761.74	1,125.45	821.26	.00	.00	4,041.60	8,824.40	31%
2120	9FT	RETIREMENT CONTRIBUTION	13,303.00	636.26	855.11	852.17	1,265.72	917.26	.00	.00	4,526.52	8,776.48	34%
2130	9FT	LIFE and HEALTH INSURANCE	77,000.00	2,912.11	3,883.06	3,883.06	6,280.23	4,187.06	.00	.00	21,145.52	55,854.48	27%
2131	9FT	HSA/FSA CONTRIBUTION	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	0%
2200	9FT	PAYMENTS TO OPEB TRUST	3,992.00	.00	.00	.00	.00	.00	.00	.00	.00	3,992.00	0%
		TOTAL SALARIES	275,346.00	12,150.38	16,299.21	16,256.28	24,652.05	17,507.01	.00	.00	86,864.93	188,481.07	32%
3170	9FU	JANITORIAL SVC and SUPPLY	3,000.00	.00	.00	1,559.90	.00	.00	.00	.00	1,559.90	1,440.10	52%
3197	9FU	CONTRACTUAL SERVICES NOT OTHERWISE SPECIFIED	6,000.00	.00	.00	.00	.00	.00	.00	.00	.00	6,000.00	0%
4115	9FU	MISCELLANEOUS OPERATING SUPPLIES	19,000.00	.00	.00	6,469.36	8.94	.00	.00	.00	6,478.30	12,521.70	34%
4130	9FU	HOUSEHOLD AND KITCHEN SUPPLIES	6,041.00	.00	.00	.00	145.19	71.64	.00	.00	216.83	5,824.17	4%
4135	9FU	FOOD and DIETARY	1,441,873.00	.00	48,235.39	173,968.45	99,633.09	76,891.62	.00	860,417.64	398,728.55	182,726.81	87%
4482	9FS	SELF INS-PROP CASUALTY	14,136.00	.00	14,136.00	.00	.00	.00	.00	.00	14,136.00	.00	100%
6410	9FZ	EQUIPMENT	5,000.00	.00	.00	.00	.00	.00	.00	.00	.00	5,000.00	0%
		OPERATIONS	1,495,050.00	.00	62,371.39	181,997.71	99,787.22	76,963.26	.00	860,417.64	421,119.58	213,512.78	86%
		TOTAL UNIT 7524	1,770,396.00	12,150.38	78,670.60	198,253.99	124,439.27	94,470.27	.00	860,417.64	507,984.51	401,993.85	77%

FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH FEBRUARY 28, 2018: FUND: 7408 DEPT: 062 UNIT: 7523 : USDA [ADMIN] - 42% OF FY ELAPSED

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	PRE-ENC AMOUNT	ENC AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	9FQ	REGULAR SALARIES and WAGES	118,640.00	6,768.40	9,128.00	9,128.00	13,388.90	9,128.00	.00	.00	47,541.30	71,098.70	40%
1140	9FQ	OVERTIME	1,500.00	89.61	.00	129.90	.00	207.84	.00	.00	427.35	1,072.65	28%
2110	9FQ	FICA TAXES	9,191.00	505.54	672.81	682.76	981.04	685.36	.00	.00	3,527.51	5,663.49	38%
2120	9FQ	RETIREMENT CONTRIBUTION	9,503.00	543.15	722.94	733.23	1,060.41	739.40	.00	.00	3,799.13	5,703.87	40%
2130	9FQ	LIFE and HEALTH INSURANCE	33,000.00	1,108.09	1,477.78	1,477.78	2,385.18	1,590.12	.00	.00	8,038.95	24,961.05	24%
2200	9FQ	PAYMENTS TO OPEB TRUST	1,497.00	.00	.00	.00	.00	.00	.00	.00	.00	1,497.00	0%
		TOTAL SALARIES	173,331.00	9,014.79	12,001.53	12,151.67	17,815.53	12,350.72	.00	.00	63,334.24	109,996.76	37%
3125	9FP	INDIRECT COSTS	6,543.00	.00	.00	.00	.00	6,543.00	.00	.00	6,543.00	.00	100%
3410	9FR	LOCAL TRAVEL	1,000.00	.00	.00	157.71	235.76	.00	.00	.00	393.47	606.53	39%
3530	9FR	TOLL CHARGES	30.00	.00	.00	.00	.00	.00	.00	.00	.00	30.00	0%
3820	9FR	MAINTENANCE OF EQUIPMENT	50.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	0%
4110	9FR	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	1,500.00	.00	.00	.00	.00	.00	.00	.00	.00	1,500.00	0%
4418	9FR	EDUCATIONAL ASSISTANCE PROGRAM	1,000.00	.00	.00	.00	.00	.00	.00	.00	.00	1,000.00	0%
4482	9FS	SELF INS-PROP CASUALTY	1,721.00	.00	1,721.00	.00	.00	.00	.00	.00	1,721.00	.00	100%
		OPERATIONS	11,844.00	.00	1,721.00	157.71	235.76	6,543.00	.00	.00	8,657.47	3,186.53	73%
		TOTAL UNIT 7523	185,175.00	9,014.79	13,722.53	12,309.38	18,051.29	18,893.72	.00	.00	71,991.71	113,183.29	39%

FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH FEBRUARY 28, 2018: FUND: 8290 DEPT: 062 UNIT: 7536 : VPK

	OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	PRE-ENCUM. AMOUNT	ENCUM. AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1	1120	8EA	REGULAR SALARIES and WAGES	796,347.00	1,632.40	2,498.60	154,104.01	3,302.40	76,170.49	.00	.00	.00	.00	.00	.00	.00	.00	.00	237,707.90	558,639.10	29.85
	2110	8EA	FICA TAXES	61,187.00	106.44	164.91	11,292.59	212.40	5,533.20	.00	.00	.00	.00	.00	.00	.00	.00	.00	17,309.54	43,877.46	28.29
	2120	8EA	RETIREMENT CONTRIBUTION	62,923.00	129.29	174.36	12,415.43	261.54	6,173.80	.00	.00	.00	.00	.00	.00	.00	.00	.00	19,154.42	43,768.58	30.44
	2130	8EA	LIFE and HEALTH INSURANCE	69,858.00	692.10	922.86	35,089.00	1,492.98	18,648.24	.00	.00	.00	.00	.00	.00	.00	.00	.00	56,845.18	13,012.82	81.37
	2131	8EA	HSA/FSA CONTRIBUTION	100.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	100.00	.00
	2200	8EA	PAYMENTS TO OPEB TRUST	5,583.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	5,583.00	.00
OBJECT CATEGORY 1				995,998.00	2,560.23	3,760.73	212,901.03	5,269.32	106,525.73	.00	.00	.00	.00	.00	.00	.00	.00	.00	331,017.04	664,980.96	33.23
2	3125	8EB	INDIRECT COSTS	42,498.00	.00	.00	.00	.00	42,498.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	42,498.00	.00	100.00
	3185	8EC	CONTRACT SVC-TRAINING	1,500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,500.00	.00
	3410	8EC	LOCAL TRAVEL	500.00	.00	.00	23.32	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	23.32	476.68	4.66
	4020	8EC	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	25,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	25,000.00	.00
	4110	8EC	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	31,255.00	.00	.00	63.69	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	63.69	31,191.31	.20
	4115	8EC	MISCELLANEOUS OPERATING SUPPLIES	29,500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	29,500.00	.00
	4123	8EC	EQUIPMENT LESS THAN \$1000	8,324.00	.00	.00	305.54	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	305.54	8,018.46	3.67
	4482	8EC	SELF INS-PROP CASUALTY	1,092.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,092.00	.00
	6410	8ED	EQUIPMENT	1,600.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,600.00	.00
OBJECT CATEGORY 2				141,269.00	.00	.00	392.55	.00	42,498.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	42,890.55	98,378.45	30.36
*TOTAL UNIT_CD 7536				1,137,267.00	2,560.23	3,760.73	213,293.58	5,269.32	149,023.73	.00	.00	.00	.00	.00	.00	.00	.00	.00	373,907.59	763,359.41	32.88
TOTAL				1,137,267.00	2,560.23	3,760.73	213,293.58	5,269.32	149,023.73	.00	.00	.00	.00	.00	.00	.00	.00	.00	373,907.59	763,359.41	32.88

P-CARD EXPS. REPORT

FAMILY SERVICES- 062

CH Full Name	Comp Supp Name	Purchase Date	Post Date	Amount	GL: FUND	GL: DEPT	GL: UNIT SUBUNIT	GL: OBJ	Program Card Name
Bast, Anne Marie	ORTHO QUEST	2/26/2018	2/27/2018	\$1,099.98	7008	062	7527	4110	ORANGE COUNTY BOCC- PCard
Bast, Anne Marie	OFFICESUPPLY.COM	2/26/2018	2/27/2018	\$90.70	7008	062	7527	4110	ORANGE COUNTY BOCC- PCard
FLORES, DAISY	PUBLIX #1501	2/21/2018	2/22/2018	\$103.01	7008	062	7528	4116	ORANGE COUNTY BOCC- PCard
FLORES, DAISY	LITTLE CAESARS	2/21/2018	2/22/2018	\$200.00	7008	062	7528	4116	ORANGE COUNTY BOCC- PCard
GRULLON, JULIO	THE HOME DEPOT	2/5/2018	2/7/2018	\$288.54	7008	062	7522	4115	ORANGE COUNTY BOCC- PCard
GRULLON, JULIO	THE HOME DEPOT	2/6/2018	2/8/2018	\$205.91	7008	062	7522	4115	ORANGE COUNTY BOCC- PCard
GRULLON, JULIO	THE HOME DEPOT	2/7/2018	2/9/2018	\$135.62	7008	062	7522	4115	ORANGE COUNTY BOCC- PCard
GRULLON, JULIO	THE HOME DEPOT	2/8/2018	2/12/2018	\$175.42	7008	062	7522	4115	ORANGE COUNTY BOCC- PCard
GRULLON, JULIO	THE HOME DEPOT	2/12/2018	2/14/2018	\$175.57	7008	062	7522	4115	ORANGE COUNTY BOCC- PCard
GRULLON, JULIO	EVANS MATERIAL SOLUTIONS	2/13/2018	2/14/2018	\$204.80	7008	062	7522	4115	ORANGE COUNTY BOCC- PCard
GRULLON, JULIO	PUBLIX #332	2/13/2018	2/14/2018	(\$5.79)	7008	062	7522	4115	ORANGE COUNTY BOCC- PCard
GRULLON, JULIO	PUBLIX #332	2/13/2018	2/14/2018	\$5.79	7008	062	7522	4115	ORANGE COUNTY BOCC- PCard
GRULLON, JULIO	THE HOME DEPOT	2/13/2018	2/15/2018	\$29.72	7008	062	7522	4115	ORANGE COUNTY BOCC- PCard
GRULLON, JULIO	THE HOME DEPOT	2/14/2018	2/16/2018	\$23.94	7008	062	7522	4110	ORANGE COUNTY BOCC- PCard
GRULLON, JULIO	ULINE SHIP SUPPLIES	2/15/2018	2/15/2018	\$196.93	7008	062	7522	4115	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	PUBLIX #436	1/31/2018	2/1/2018	\$28.49	7408	062	7524	4135	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	WAL-MART #3162	2/2/2018	2/5/2018	\$34.67	7008	062	7528	4116	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	WAL-MART #0890	2/12/2018	2/13/2018	\$65.82	7408	062	7524	4135	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	WM SUPERCENTER	2/12/2018	2/13/2018	\$3.92	7008	062	7522	4115	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	PUBLIX #436	2/13/2018	2/14/2018	\$87.96	7408	062	7524	4135	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	WAL-MART #1084	2/14/2018	2/15/2018	\$21.88	7408	062	7522	4115	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	PUBLIX #1501	2/14/2018	2/15/2018	\$11.98	7408	062	7524	4135	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	WM SUPERCENTER	2/16/2018	2/19/2018	\$10.92	7408	062	7524	4135	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	WM SUPERCENTER	2/20/2018	2/21/2018	\$4.92	7008	062	7522	4115	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	WM SUPERCENTER	2/20/2018	2/21/2018	\$100.42	7008	062	7522	4135	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	WM SUPERCENTER	2/20/2018	2/21/2018	\$56.89	7408	062	7524	4135	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	PUBLIX #1387	2/20/2018	2/21/2018	\$158.89	7008	062	7522	4135	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	PUBLIX #436	2/21/2018	2/22/2018	\$83.56	7008	062	7522	4135	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	PUBLIX #436	2/21/2018	2/22/2018	(\$0.71)	7008	062	7528	4116	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	WM SUPERCENTER	2/21/2018	2/22/2018	\$101.78	7008	062	7522	4135	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	PUBLIX #1122	2/22/2018	2/23/2018	\$20.90	7408	062	7524	4135	ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	WM SUPERCENTER	2/20/2018	2/21/2018	\$316.28	7008	062	7522	4135	ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	WM SUPERCENTER	2/20/2018	2/21/2018	\$161.26	7008	062	7522	4135	ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	PUBLIX #761	2/20/2018	2/21/2018	\$24.90	7008	062	7522	4135	ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	WM SUPERCENTER	2/21/2018	2/22/2018	\$34.52	7008	062	7528	4116	ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	PUBLIX #331	2/22/2018	2/23/2018	\$23.96	7408	062	7524	4135	ORANGE COUNTY BOCC- PCard

P-CARD EXPS. REPORT

FAMILY SERVICES- 062

CH Full Name	Comp Supp Name	Purchase Date	Post Date	Amount	GL: FUND	GL: DEPT	GL: UNIT_SUBUNIT	GL: OBJ	Program Card Name
FORE, ANGELA M	SHERATON	2/5/2018	2/6/2018	\$544.56	7008	062	7525	3420	ORANGE COUNTY BOCC- TCard
FORE, ANGELA M	SHERATON	2/5/2018	2/6/2018	\$544.56	7008	062	7525	3420	ORANGE COUNTY BOCC- TCard
FORE, ANGELA M	SHERATON	2/5/2018	2/6/2018	\$544.56	7008	062	7525	3420	ORANGE COUNTY BOCC- TCard
FORE, ANGELA M	SHERATON	2/5/2018	2/6/2018	\$544.56	7008	062	7525	3420	ORANGE COUNTY BOCC- TCard
FORE, ANGELA M	TTAS WEB	2/7/2018	2/9/2018	\$1,975.00	7008	062	7525	4030	ORANGE COUNTY BOCC- TCard
FORE, ANGELA M	SEMINOLE STATE COLLEGE	2/16/2018	2/19/2018	\$350.00	7008	062	7525	4030	ORANGE COUNTY BOCC- TCard

**Orange County Head Start
Policy Council
Meeting: March 15, 2018
Director's Program Information Update**

Orange County Head Start Division Administration Updates

- As Co-Chair of the Florida Head Start Association (FHSA), continued work on planning for the FHSA conference regarding the session and town hall meetings.
- The East Orange Head Start modular relocation project set to take place during the summer of 2018, planning with Capital Projects is on-going.
- HIPAA assessment was completed by Randy Lewis, Orange County HIPAA Compliance Officer at South Orlando YMCA, and Southwood. The following findings were noted 1. Security of the centers need to be addressed, and 2. Staff not using County employee badges.
- Attended Region IV Conference in Atlanta, Georgia with Policy Council Chairperson Dexter Nelson, Family Services Director, Lonnie Bell, and Education Coordinator & Region IV Board Member Vidya Deonarine. The conference focused on sessions on National Head Start updates, Administration for Children & Families updates, National Center for Homeless Education updates, National Center for Childcare Subsidy Innovation and Accountability updates and other sessions addressing best practices in Early Childcare Education.
- ChildPlus Software training for Management staff was held February 6th-8th. The training covered running reports, monitoring and aligning the federal regulations requirements with standards of how OCHS is utilizing the software system.
- Round 2 of Interviews for the Monitoring & Evaluation Coordinator were held, and two candidates were selected.
- Held briefings with Commissioner Siplin, Commissioner Clarke, and Commissioner Nelson regarding the Focus Area 2 Monitoring scheduled February 26th-28th.
- Focus Area 2 and CLASS (Classroom Assessment Scoring System) Federal monitoring were held February 26th-28th. During the month of February Introductory and planning calls were held with the Monitoring Event Coordinators for CLASS, and Focus area 2.

Early Childhood Development & Education

- The five year plan for School Readiness has been revised to show the percentages of children that have met the goal for each quarter, and the expectations. This is an effort to provide more information to stakeholders regarding outcomes and targets.
- Professional Development trainings were held during teacher workday/student holiday. The Early Childhood Development & Education unit held trainings for the teaching staff. The staff participated in a Mental Wellness training, and training on Standard Operating Procedures, and the Head Start Program Performance Standards.

Parent, Family and Community Engagement

- The compilation of the 1st Family Needs Assessment is completed on all the parents, and the two highest areas of parent needs are Financial Literacy and Family As learners.

- **33 Head Start parents** completed the 10 week *“Abriendo Puertas/Opening Doors”* parenting program. The sessions were held from October 2017-December 2017. The Opening Doors parenting curriculum is the nation’s first evidence based comprehensive training program developed by and for Latino parents with children ages 0-5. The two-generation approach builds parents leadership skills and knowledge to promote well-being & positive education outcomes for the children.
- **32 Head Start parents** completed the 12 week *“Incredible Years”* parenting program. The sessions were held from October 2017-December 2017. The Incredible Years curriculum focused on providing Comprehensive interventions for parents at treating and reducing the early onset of conduct problems in young children. Head Start targets parents of children that receive behavioral therapy or other services however all parents are eligible.

Childhood Health and Developmental Services

- The Disabilities & Mental Health staff is planning the Special needs conference for parents of children with special needs. The conference is being planned for April 2018.
- Sr. Program Manager currently monitoring all enrolled child health records. In reviewing the files the Sr. Program findings include workers needing to be more specific in the follow-up, and training needed for documentation. Sr. Program plan to revise the tracking log for follow-up with children.
- (USDA) Deficiency reports form 10A sent to procurement.

Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA)

- The Family Service Workers were provided the 2018 Poverty guidelines.
- Enrollment applications are now being completed for 2nd year students; deadline is March 30, 2018. Potential new student applications for the 2018-2019 school year is also being completed. Workers were provided with expectations on completing applications.
- Orange County Head Start is currently recruiting for the 2018-2019 school year. Recruitment activities are being held in various locations throughout Orange County for potential Head Start students.

Fiscal Infrastructure

- The fiscal unit is working hard to develop the budget according to all budget requirements for the 18-19 budget year. Head Start will definitely need to request additional funding due to the salary increase of the teacher assistants, the 3.5% Cost of Living Adjustment and the increase in the insurance cost. Head Start turnover rate has dropped significantly, and we are nearly 100% fully staffed

Meetings and Events for February

- Orange County Early Learning Coalition of Orange County Board & Committee meeting
- Weekly Reflective meetings with Sr. Program Manager & Fiscal Program Manager
- Attended the United Negro College Fund Black History Luncheon as a guest of Cigna
- Quarterly Division Managers & Directors Meeting
- Programmatic update meeting with Family Service Director
- Focus Area 2 & CLASS monitoring
- Meeting with Mayor T. Jacobs to provide programmatic updates
- Meeting with Assistant County Administrator R. Singh

Head Start Policy Council
Human Resources Committee
February 2018 Actions

I. Pending Approval for hire

Job Title	Candidate's Name

II. Termination from employment (Involuntarily)

Job Title	Reason	Employee's Name

III. Separation from employment (Voluntarily)

Job Title	Employee's Name	Reason
Teacher	Omega Sutton	Relocation
Teacher Assistant	Telycia Williams Bowden	Personal Reasons
Teacher's Aide	Tikisha Rivera-Pagan	Personal Reasons
Sr. Technician Casual	Marie Guirand	End of Temporary Employment

IV. Current Head Start Openings – As of 02/28/18

Job Title	Number of Positions	Potential Candidates in process for hire
Teacher Assistant	7	
Food Service Assistant	1	
Teacher	2	
Sr Program Manager	1	
Center Supervisor	2	
Monitoring & Eval Coordinator	2	
Administrative Specialist	1	
Licensed Practical Nurse	1	

Monthly Report to Head Start Policy Council

Nutrition: FEBRUARY 2018

Number of breakfasts served	24,955
Number of lunches served	25,897
Number of snacks served	21,279
Number of meals reimbursed by USDA	72,131
Number of meals disallowed for reimbursement	0
Number of children evaluated for nutritional concerns	33
Number of children receiving nutritional education and further care	123
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 "Trial Mix"	84

DISABILITIES/MENTAL HEALTH REPORT

FEBRUARY 2018

A total of one hundred and eighty-five (185) children have been enrolled in Head Start with a diagnosed disability from the Local Education Agency (OCPS) since school started last August 2017.

A total of one hundred and seven (107) children have been enrolled in Head Start with a diagnosed disability by contracted providers since school started last August 2017.

One hundred and sixteen (116) children were receiving mental health services for behavior issues since school started last August 2017. In addition, there were ninety-five (95) behavior plans developed for enrolled children.

One thousand seven hundred and thirty-six (1,736) hearing screenings were completed since school started last August 2017.

One thousand two hundred and twenty-six (1,226) new children completed their developmental screening using the ACUSCREEN research-based assessment.

Three hundred and twenty-six (326) visits to centers were completed since August 2017 to centers to: provide technical assistance to staff, conduct observations, conduct health screenings, and complete monitoring visits.

A total of thirty-nine (39) Disabilities & Mental Health monitoring visits were conducted to the Head Start centers to ensure compliance with Head Start Performance Standards for the service areas.

MEDICAL/DENTAL MONTHLY REPORT

FEBRUARY 2018

Ninety-seven (97) health status evaluations were performed during the month of February 2018.

Seventy-two (72) updated Physical Exam reviewed during the month of February 2018.

Ninety-two (92) immunization records were evaluated for compliance during the month of February 2018.

Sixteen (16) blood test results were reviewed during the month of February 2018.

Ninety-five (95) dental exams were reviewed during the month of February 2018. Out of these, thirty-four (34) children were diagnosed as needing dental treatment.

Thirty-three (33) parent contacts were initiated regarding health concerns in children during the month of February 2018.

Nineteen (19) health action plans were developed and discussed with Head Start staff and parents during the month of February 2018.

Twelve (12) Blood Pressure screenings were completed during February 2018.

Thirteen (13) Vision screenings were completed during February 2018.

Technical assistance provided to twenty-two (22) Head Start teaching staff during February 2018.

Ninety-nine (99) center visits were conducted related to health issue observations and monitoring.

Thirteen (13) Physician Medication Orders were received, evaluated, and reviewed with staff. Medication information and administration technique training was provided as needed.

Six (6) training sessions were provided to staff and parents during the month of February 2018.

Twelve (12) Health Provider consultations were completed during the month of February 2018.

Nine (9) children were evaluated for health concerns.

Note: Report from 3 out of 4 LPNs

Orange County Head Start

Parent Family and Community Engagement 2017-2018

Monthly Report: February 2018

- Nine (9) Attendance home visits
- Nine (9) families received Crisis/Emergency Assistance.
- Nine (9) parents received Educational Services.
- Four hundred and forty seven (447) Health Services Follow ups were done by Family Service Workers.
- Sixty seven (67) families were referred for family services.
- Four hundred and ninety two (492) were provided families services
- Twenty two (22) Parent Meetings were held this month. Six hundred and thirty four (634) parents attended parent meetings. One hundred and two (102) males attended.
- Sixteen (16) Fatherhood Activities were held this month. One hundred fourteen (114) fathers attended fatherhood initiatives.
- Seventeen (17) Parents Trainings were held this month. Three hundred and sixty two (362) parents attended Parents Trainings.

Trainings:

- Financial Literacy-Fifth/3rd Bank
- Nutrition
- Sports impact in Child Behavior
- Jobs Partnership
- Heart Florida United Way-Taxes
- Target Case Management
- Proactive Discipline
- Housing: Renting vs Owning
- Housing-Opportunities to own a home
- School Readiness
- Trojan Labor
- Primerica
- Positive Discipline
- Transition
- Head Start Recruitment
- Private/Charter Schools
- Let's Garden Activity
- Budgeting

ORANGE COUNTY HEAD START 2017-2018

ERSEA REPORT

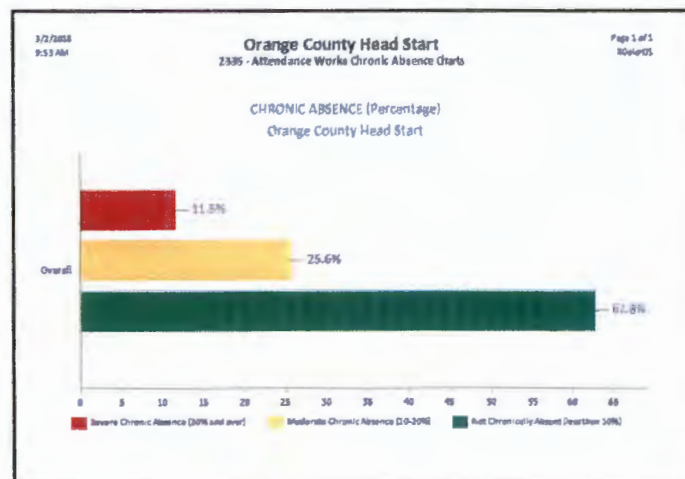
MONTH: February

YEAR: 2018



Sites	Funded Enrollment	Monthly Enrollment	10% IEP YTD	Drops YTD	Monthly Waiting List	Monthly New Applications	Monthly Attendance 19 Days
Aloma	37	37	6	2	13	3	85%
Bithlo	30	30	0	2	3	3	89%
Callahan	49	49	3	7	6	0	92%
Denton Johnson	35	35	5	6	6	0	92%
Dover Shores	68	68	8	4	9	4	87%
East Orange	140	139	16	18	24	8	90%
Engelwood	56	56	14	5	16	6	89%
Evans	13	13	2	1	6	0	89%
Frontline	69	69	5	5	8	1	90%
Hal P Marston	102	102	10	9	13	1	93%
John Bridges	120	120	16	19	4	5	90%
Lila Mitchell	70	70	7	3	25	1	94%
Maxey	40	40	10	6	0	0	94%
McCoy	34	34	5	7	3	0	92%
Pine Hills	200	200	17	21	54	5	92%
SO YMCA	60	59	1	10	18	0	92%
Southwood	120	120	27	4	51	0	92%
Taft	120	120	14	5	24	0	89%
Three Points	34	34	3	1	10	0	88%
Ventura	20	20	10	1	6	0	88%
WS ELC	85	85	7	11	6	0	90%
WS Elementary	34	33	3	2	1	0	90%
Total	1536	1533	189 (12%)	149	308 (20%)	37	91%
Goal	1536	1536	+ 154 (10%)	-199	+ 154 (10%)	Pending	90%
Previous Month	1536	1536	179 (11%)	125	248 (16%)	43	89%

Chronic Absenteeism	Current Month	Monthly Goal	Previous Month	Reasons w/ Highest Percentages	
Severe Chronic Absences (20% Over)	11.5%	Pending	14.1%	Sick	45%(1142)
Moderate Chronic Absences (10-20% Over)	25.6%	Pending	24.3%	Unexcused/Unexpected	23% (584)
Not Chronically Absent (Less than 10%)	62.8%	Pending	61.6%	Dr. Appointment	9% (229)



ORANGE COUNTY HEAD START 2018-2019

Site (Subject to Change)	Funded Enrollment (Subject to Change)	Returning Children (Subject to Change)	New Applications Needed by Site for Selections (Subject to Change)	Total Applications Completed for Selections	Recruitment Efforts
Aloma	37	17	23	11	Circle K, Florida Health Department
Bithlo	30	16	17	3	
Callahan	49	19	38	2	
Denton Johnson	35	15	27	4	
Dover Shores (Pending New Site)	68	29	42	3	
East Orange	140	54	100	28	
Engelwood	56	20	40	13	
Evans	13	7	8	2	
Frontline	69	38	35	12	
Hal P Marston	102	44	67	17	Chico's Subs, Caribbean Food Market, Checkers
John Bridges	120	63	74	19	
Lila Mitchell	70	28	45	26	Batts Daniels Law, Orlando Office Center, Millennia Tax
Maxey (Pending New Site)	40	15	31	4	
McCoy	34	21	17	2	
Pine Hills	200	94	123	40	
SO YMCA	60	29	41	12	
Southwood	120	43	80	41	
Taft	120	57	68	16	Versailles Café, Shell Gas Station, Café Pinar, Sleep Inn Suites, Cool Things Sales and Services, Kangaroo Express
Three Points	34	20	16	3	
Ventura	20	7	15	4	
WS ELC	85	44	53	15	Goodwill, Caribbean Bakery
WS Elementary	34	23	13	3	Peace Food Store, Planned Parenthood, Coin Laundry
Total	1536	703	952	280	

February 2018 Updates:

- Open Enrollment 2018-19: February 2018
- Updates Returning Enrollment / VPK
- Funded Enrollment 2018-2019

**Orange County Head Start
Policy Council
Meeting: March 15, 2018
Director's Program Information Update**

Orange County Head Start Division Administration Updates

- As Co-Chair of the Florida Head Start Association (FHSA), continued work on planning for the FHSA conference regarding the session and town hall meetings.
- The East Orange Head Start modular relocation project set to take place during the summer of 2018, planning with Capital Projects is on-going.
- HIPAA assessment was completed by Randy Lewis, Orange County HIPAA Compliance Officer at South Orlando YMCA, and Southwood. The following findings were noted 1. Security of the centers need to be addressed, and 2. Staff not using County employee badges.
- Attended Region IV Conference in Atlanta, Georgia with Policy Council Chairperson Dexter Nelson, Family Services Director, Lonnie Bell, and Education Coordinator & Region IV Board Member Vidya Deonarine. The conference focused on sessions on National Head Start updates, Administration for Children & Families updates, National Center for Homeless Education updates, National Center for Childcare Subsidy Innovation and Accountability updates and other sessions addressing best practices in Early Childcare Education.
- ChildPlus Software training for Management staff was held February 6th-8th. The training covered running reports, monitoring and aligning the federal regulations requirements with standards of how OCHS is utilizing the software system.
- Round 2 of Interviews for the Monitoring & Evaluation Coordinator were held, and two candidates were selected.
- Held briefings with Commissioner Siplin, Commissioner Clarke, and Commissioner Nelson regarding the Focus Area 2 Monitoring scheduled February 26th-28th.
- Focus Area 2 and CLASS (Classroom Assessment Scoring System) Federal monitoring were held February 26th-28th. During the month of February Introductory and planning calls were held with the Monitoring Event Coordinators for CLASS, and Focus area 2.

Early Childhood Development & Education

- The five year plan for School Readiness has been revised to show the percentages of children that have met the goal for each quarter, and the expectations. This is an effort to provide more information to stakeholders regarding outcomes and targets.
- Professional Development trainings were held during teacher workday/student holiday. The Early Childhood Development & Education unit held trainings for the teaching staff. The staff participated in a Mental Wellness training, and training on Standard Operating Procedures, and the Head Start Program Performance Standards.

Parent, Family and Community Engagement

- The compilation of the 1st Family Needs Assessment is completed on all the parents, and the two highest areas of parent needs are Financial Literacy and Family As learners.

- **33 Head Start parents** completed the 10 week “*Abriendo Puertas/Opening Doors*” parenting program. The sessions were held from October 2017-December 2017. The Opening Doors parenting curriculum is the nation’s first evidence based comprehensive training program developed by and for Latino parents with children ages 0-5. The two-generation approach builds parents leadership skills and knowledge to promote well-being & positive education outcomes for the children.
- **32 Head Start parents** completed the 12 week “*Incredible Years*” parenting program. The sessions were held from October 2017-December 2017. The Incredible Years curriculum focused on providing Comprehensive interventions for parents at treating and reducing the early onset of conduct problems in young children. Head Start targets parents of children that receive behavioral therapy or other services however all parents are eligible.

Childhood Health and Developmental Services

- The Disabilities & Mental Health staff is planning the Special needs conference for parents of children with special needs. The conference is being planned for April 2018.
- Sr. Program Manager currently monitoring all enrolled child health records. In reviewing the files the Sr. Program findings include workers needing to be more specific in the follow-up, and training needed for documentation. Sr. Program plan to revise the tracking log for follow-up with children.
- (USDA) Deficiency reports form 10A sent to procurement.

Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA)

- The Family Service Workers were provided the 2018 Poverty guidelines.
- Enrollment applications are now being completed for 2nd year students; deadline is March 30, 2018. Potential new student applications for the 2018-2019 school year is also being completed. Workers were provided with expectations on completing applications.
- Orange County Head Start is currently recruiting for the 2018-2019 school year. Recruitment activities are being held in various locations throughout Orange County for potential Head Start students.

Fiscal Infrastructure

- The fiscal unit is working hard to develop the budget according to all budget requirements for the 18-19 budget year. Head Start will definitely need to request additional funding due to the salary increase of the teacher assistants, the 3.5% Cost of Living Adjustment and the increase in the insurance cost. Head Start turnover rate has dropped significantly, and we are nearly 100% fully staffed.

Meetings and Events for February

- Orange County Early Learning Coalition of Orange County Board & Committee meeting
- Weekly Reflective meetings with Sr. Program Manager & Fiscal Program Manager
- Attended the United Negro College Fund Black History Luncheon as a guest of Cigna
- Quarterly Division Managers & Directors Meeting
- Programmatic update meeting with Family Service Director
- Focus Area 2 & CLASS monitoring
- Meeting with Mayor T. Jacobs to provide programmatic updates
- Meeting with Assistant County Administrator R. Singh



Program Outcomes

Orange County Head Start

Assessment Period 1

August 14, 2017-November 30, 2017

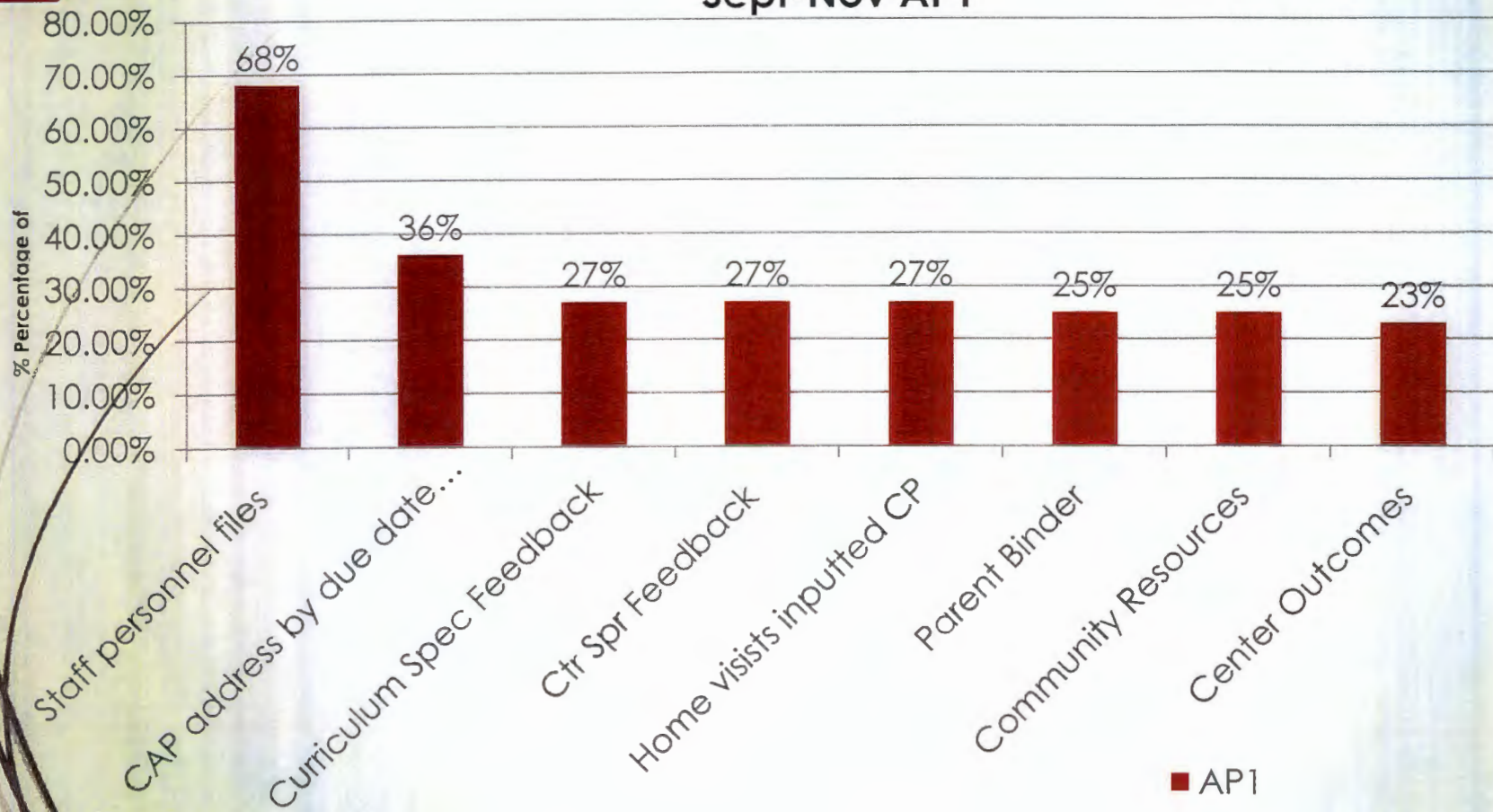
Field Operations Monitoring Tool

Total of 22 Centers
Monthly Observations
August- November
2017

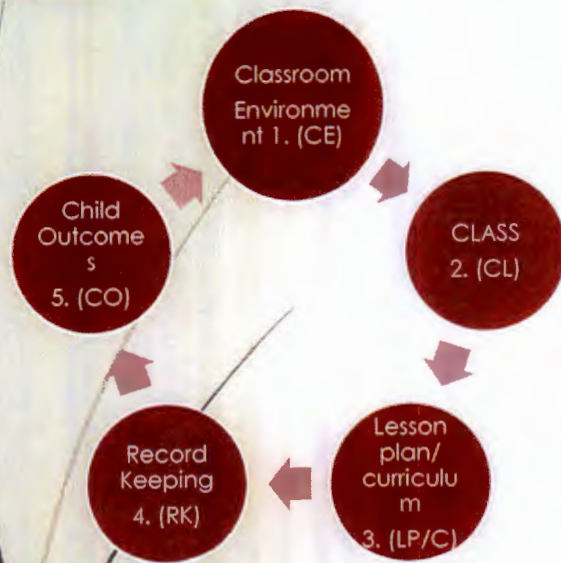


Field Operations Monitoring

Total of 22 Centers Day to Day Monthly Observation
Sept-Nov AP1

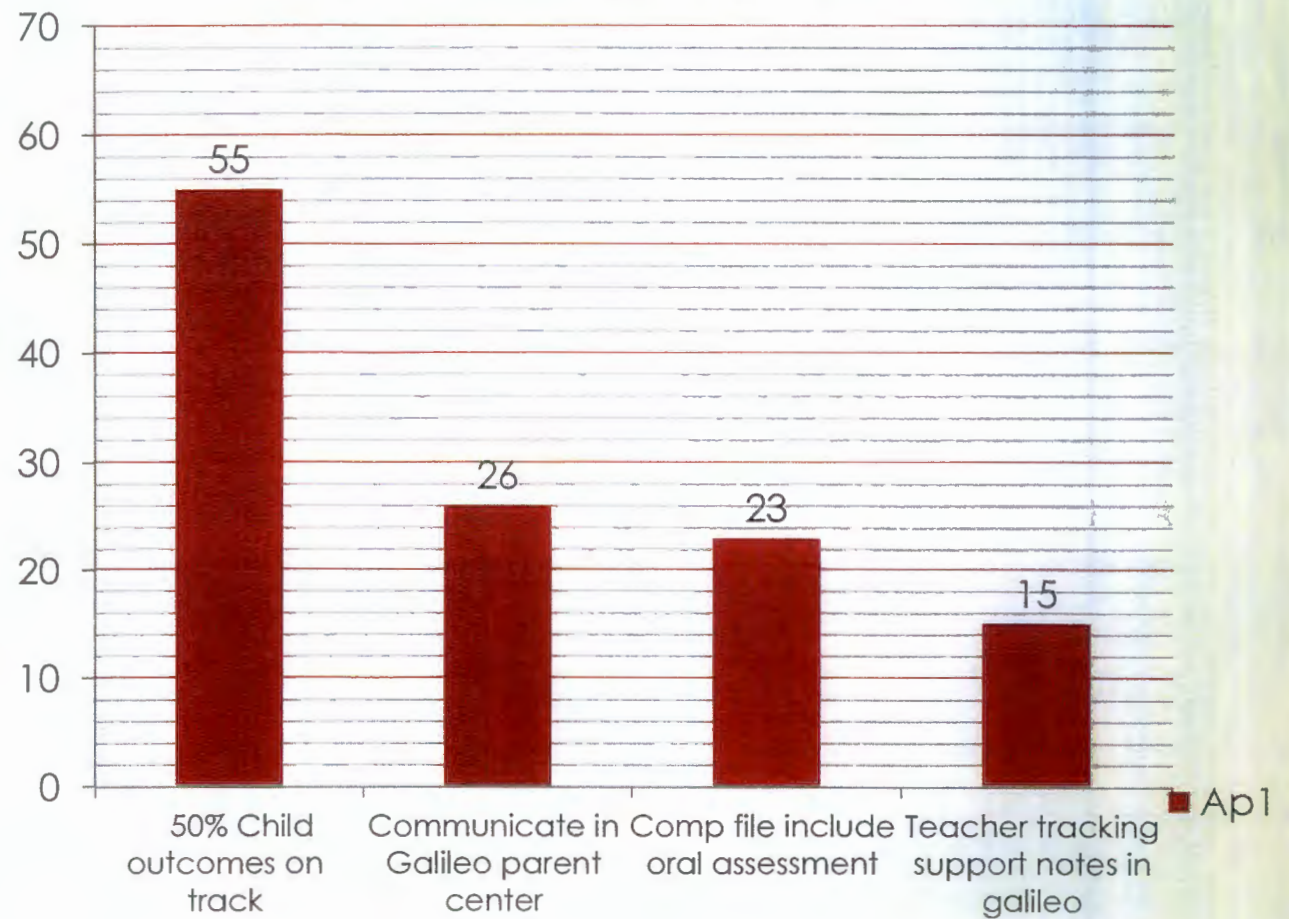


Center Supervisor
Classroom Observation
focus area tool

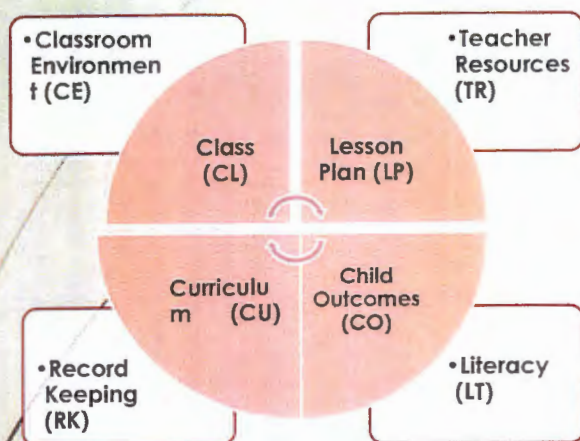


Among 5 areas a
total of 42
indicators

Internal Monitoring Outcomes

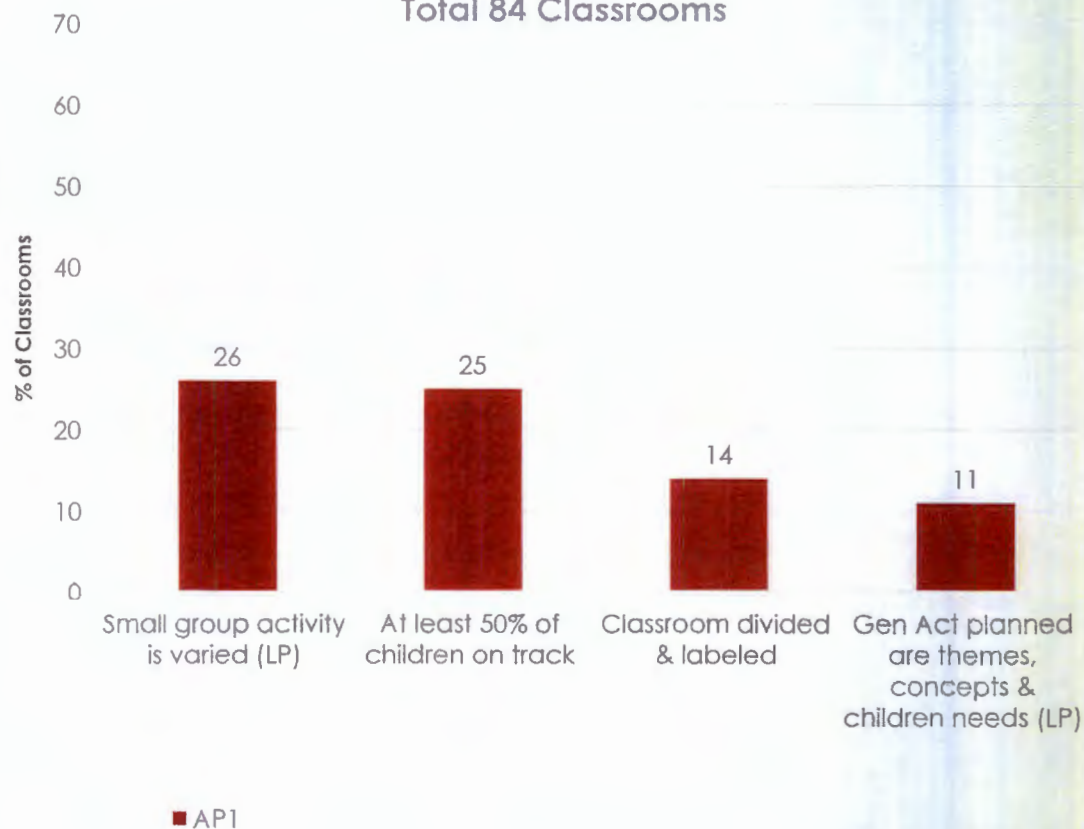


Curriculum Specialist Classroom Observation focus area tool

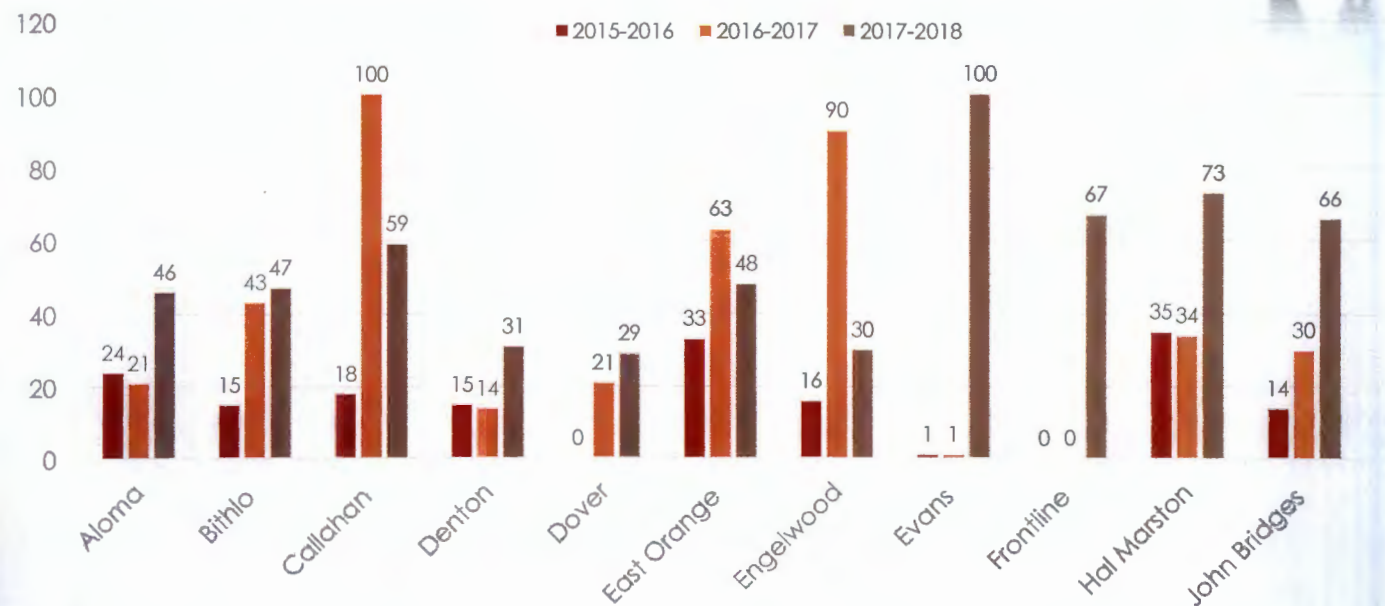


**Among 8 areas,
a total 52 indicators**

Curriculum Specialist Classroom Observation Monitoring Ap1 Total 84 Classrooms



Galileo Parent User Activity Assessment Period 1 August-November 2017

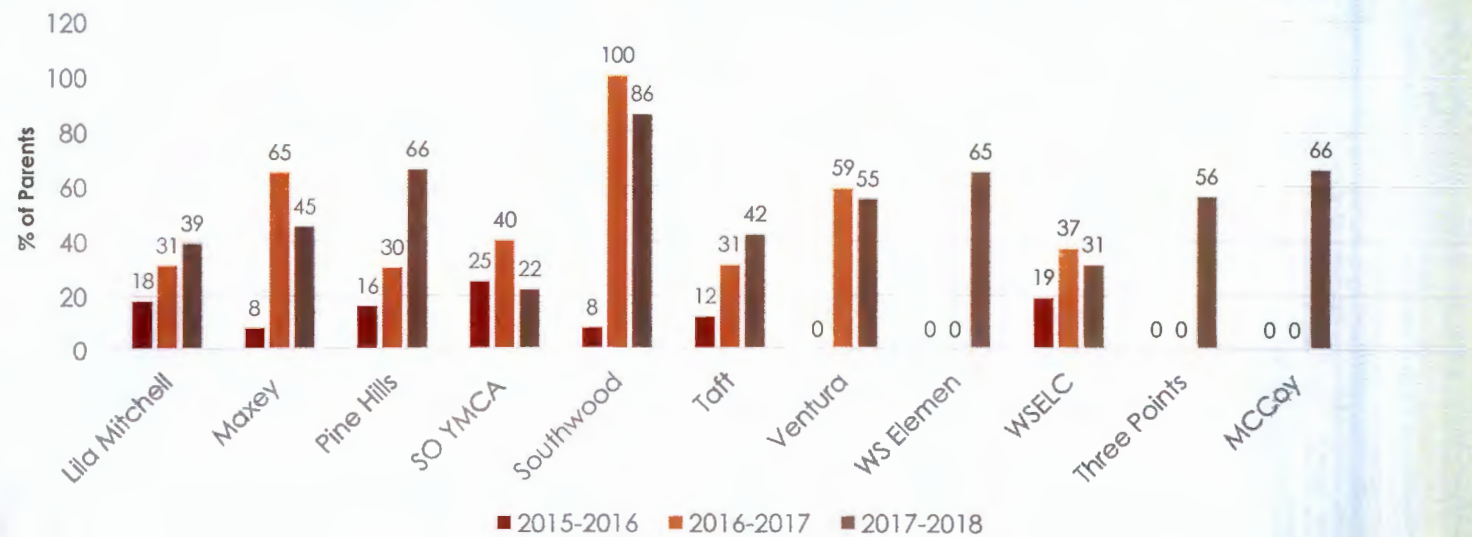


Yearly Comparability Chart
Amount of Parents utilizing the parent center

Galileo Parent User Activity Assessment Period 1 August-November 2017



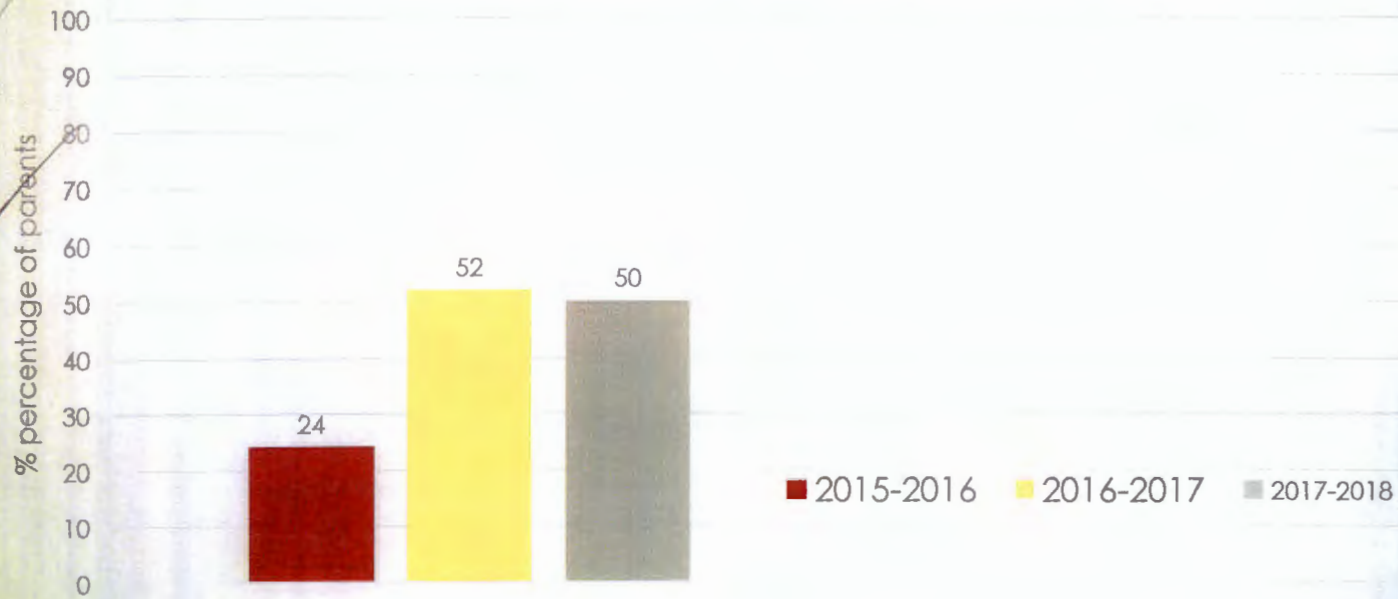
Center Level Parent Access Comparability Report





Galileo Parent User Activity Assessment Period 1 August-November

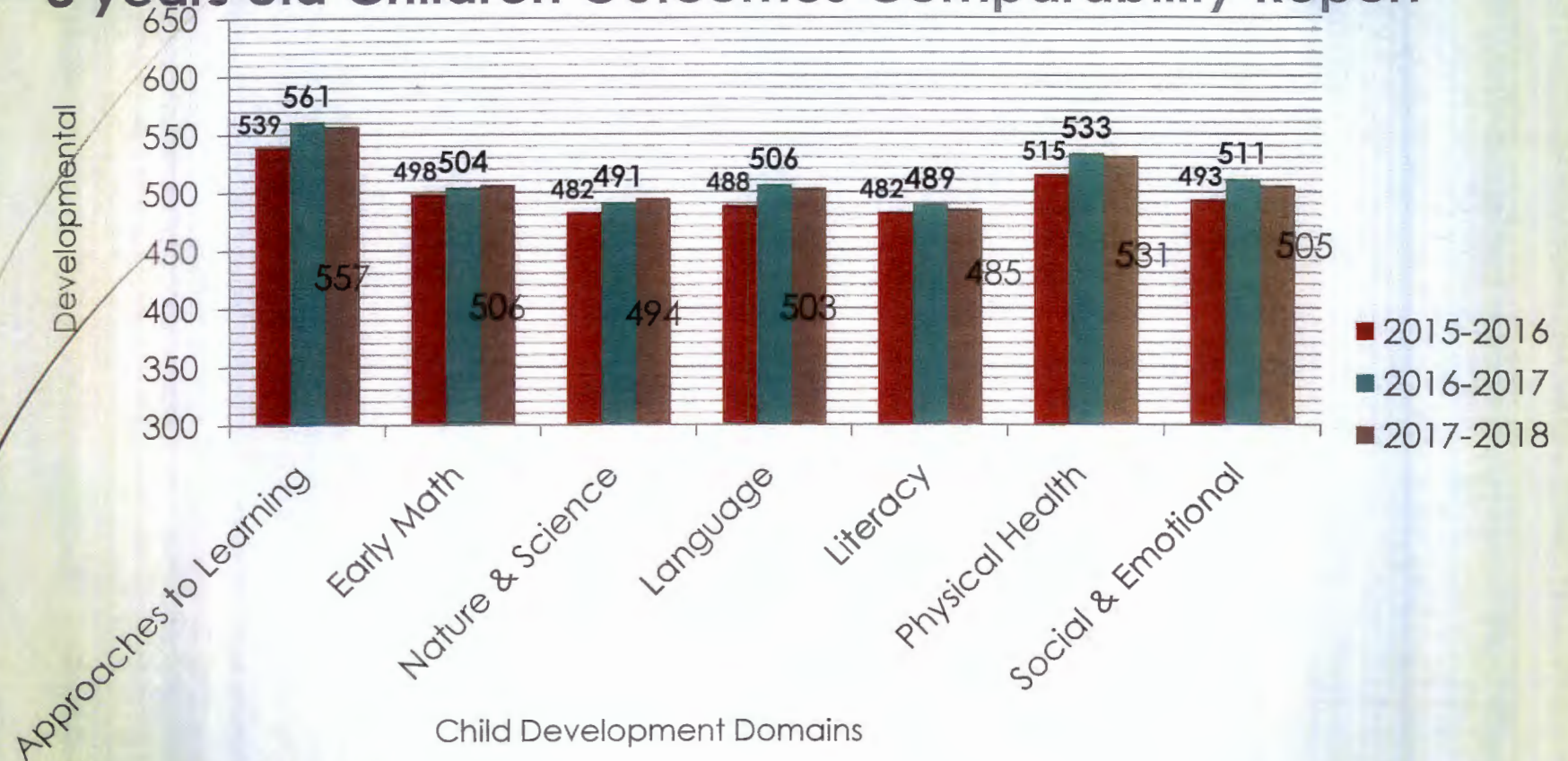
Program Wide Parent Access Comparability Report



Orange County Head Start

August – February

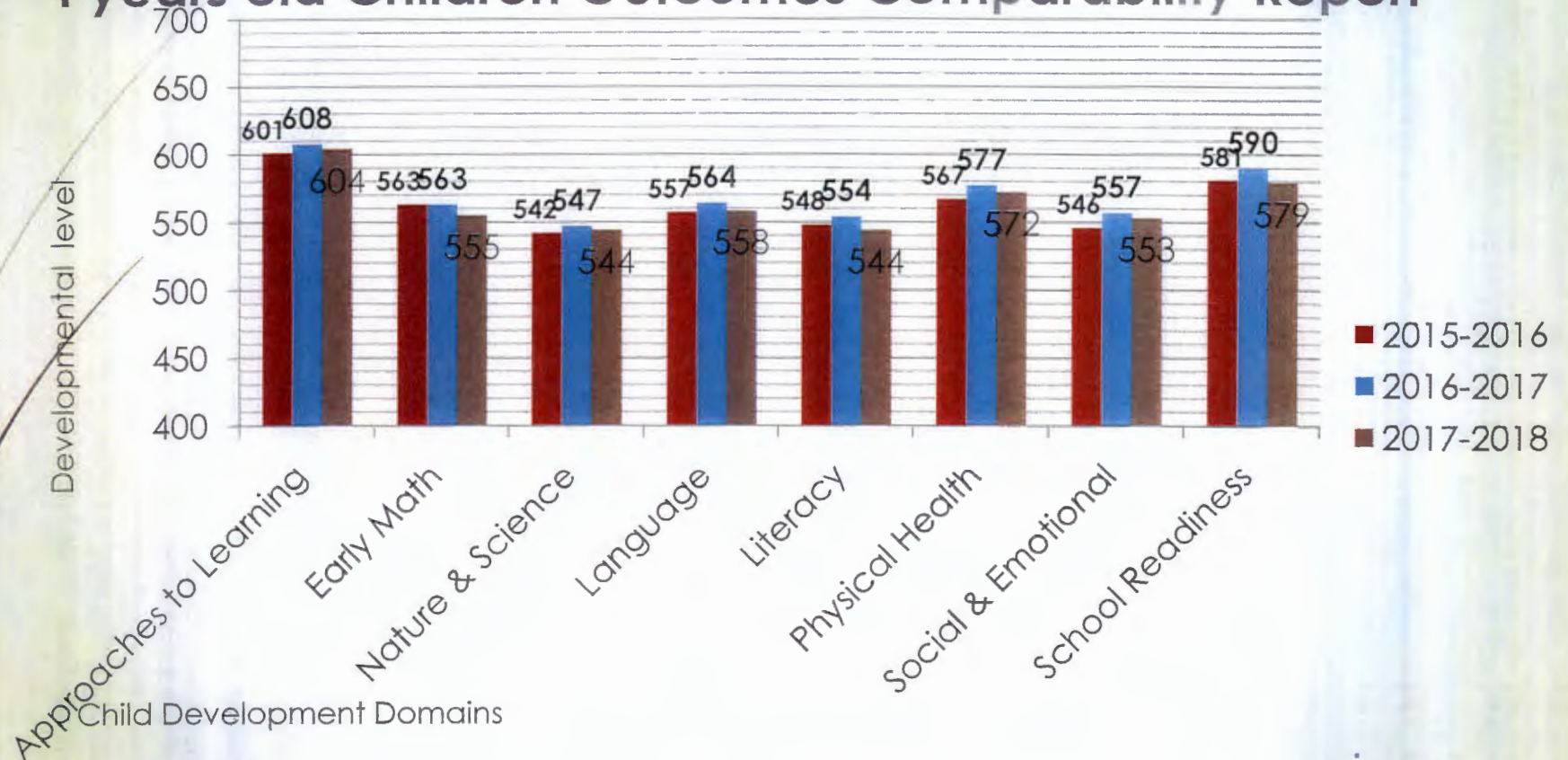
3 years old Children Outcomes Comparability Report



Orange County Head Start

August – February

4 years old Children Outcomes Comparability Report





ORANGE COUNTY GOVERNMENT
HEAD START
POLICY COUNCIL MEETING
MINUTES



1718 E. Michigan Street
Orlando, FL 32806
February 15, 2018

Call to Order by: Dexter Nelson at 6:50 p.m.

Roll Call by: Heather Chisholm-Wright, Vice Chairperson

Attended By:

Cecilia Pierre	Aloma	Treasurer
Maritza Vazquez	Engelwood	Representative
Miguerline Elibert	Engelwood	Alternate
Kayann James	Evans	Representative
Darline Demosthene	Frontline	Representative
Keyaria Tompkins	Frontline	Alternate
Jekeyah Holmes	John Bridges	Representative
Aquila Ehigiator	Lila Mitchell	Alternate
Lara Urdaneta	Maxey	Representative
Leah Akerman	McCoy	Representative
Heather Wright	Pine Hills	Vice Chairperson
Cyndi Salami	SOYMCA	Alternate
Alyne Agenor	Southwood	Alternate
Johanna Nieves	Taft	Representative
Nicole Miranda	Taft	Alternate
Sacara Council	WS / ELC	Alternate
Jeneka Lloyd	Past Parent	Community Rep
Dexter Nelson	Past Parent	Community Rep
AnnMarie Alvarado	Children's Home Society	Community Rep
Charmaine Jobson	Past Parent	Community Rep
Vanessa Lewis	BCC	Community Rep

Excused

Roxanne Williams	Callahan	Parliamentarian
Cathy Chandler	Southwood	Representative

Quorum Established

Visitors:

Pradece Merone	Community Health Centers
Andrea Lowery	
Sawsan Mohiuddin	County Attorney's Office
Clyde Mitchell	

Staff:

Polly Boulter	Hal Marston	Teacher Assistant
Diana Gamble	Hal Marston	Teacher Assistant
Felicia Williams	Frontline	Teacher Assistant
Jasmine Farlin	Main Office	Admin
Sandra Moore	Main Office	Admin Assistant
Jasmine Farlin	Main Office	Admin Support
Khadija Pirzadeh	Main Office	Contract Administrator
Avis McWhite	Main Office	Sr. Program Manager
Pedro Berrios	Warehouse	Warehouse Specialist
Milagros Font	Main Office	Sr. Program Manager
Anabel Sepulveda	Center Manager	East Orange
Shaila Lowery	East Orange	FSW Intern
Vivian Jones	Maxey & Evans	Center Manager
Limarys Rivera	Main Office	Education Coordinator
Sonya Hill	Main Office	Division Manager

Chairperson Dexter Nelson requested a motion to approve the Agenda

Amendments: Cecilia Pierre moved to correct the date of the agenda to reflect 2/15/18

Leah Ackerman moved to add By Laws to Old Business and Secretary Open Position Vote under New Business

Motion: Heather Chisholm, Vice Chairperson, Pine Hills

Second: Charmaine Jobson, Community Rep

Status: The motion was carried with no objections

Speakers:

Sawsan Mohiuddin, Assistant County Attorney – Sunshine Law and Public Records Law Training

Chairperson Dexter Nelson requested a motion to approve the minutes from January 18, 2018

Changes to minutes – add “D” to Division Manager, Remove last sentence in ERSEA report

Motion: Jeneka Lloyd, Community Rep

Second: Cecilia Pierre, Treasurer, Aloma

Status: The motion was carried with no objections

HR Report by Sonya Hill, Division Manager

For information purposes only, no vote.

Ms. Hill listed names that were approved last month and now have cleared background screen and have started working. There was one termination.

Budget Report by Khadija Pirzadeh in Sandra Ruff’s absence

Sandra Ruff included the In-Kind process detailing donations that are and are not allowable. Parents must be involved to reach the volunteer required hours that make up 20% of our budget

Board Agenda Items Report by Khadija Pirzadeh

Ms. Pirzadeh listed the items that were submitted for approval to the OCBCC meeting scheduled for January 9, 2018 and January 23, 2018.

Division Manager Report by Sonya Hill, Division Manager

- Introductory calls have been completed for the Federal Review
- Policy Council is requested to attend the Review meeting on Tuesday, 2/27/18 at the main office.
- FHSA conference being held locally. Will be offering registration to some PC members.
- OHS issued a Program Instruction (PI) stating that the mandatory 1,020 annual hours of planned class operations for at least 50% of its center-based funded enrollment has been changed to 0% due to insufficient funding. OCHS was able to comply; however, not all Programs have the necessary funds to do so.
- The Dental Mobile unit continues to be used to service children at various Centers.
- The new Poverty Guidelines are out – included in the report.
- Ms. Hill introduced Clyde Mitchell, a potential Community Rep.

Commissioner Liaison Report by Vanessa Lewis

Commissioner Siplin is hosting a workshop on March 24th from 11am – 2pm at Camping World Stadium for Middle and High School students. The theme is Success in Sports and will address topics such as; discipline, work ethics, and what does it take to get into college?

Unit Updates

ERSEA report by Sonya Hill, Division Manager

We are at full enrollment with 248 on the waiting list. The attendance trophy is back. Ventura, Pine Hills, Bithlo, and Maxey tied for the January trophy. The flu epidemic impacted attendance for January.

Mental Health and Disabilities Report by Milagros Font, Sr. Program Manager

Nutrition Report by Milagros Font, Sr. Program Manager

PFCE Report by Sonya Hill, Division Manager

Education Report by Limarys Rivera, Education Coordinator

Children need improvement in the area of Literacy. Spread the word to parents to work with children by reading and asking questions.

Old Business:

- By-Laws

The updated By-Laws were handed out. This is the final draft from the County Attorney. Ms. Hill went over all the changes only.

Chairperson Dexter Nelson requested a motion to approve the Final By-Laws

Motion: Bilan Wilson, Representative, WS/ELC

Second: Leah Ackerman, Representative, McCoy

Status: The motion was carried with no objections

New Business:

- Taking nominations for the position of Secretary on the Executive Committee. Chairperson Nelson explained briefly what the role entails.

Nominations : Jekeyah Holmes, Lara Urdaneta, Darlene Demosthene. Each candidate spoke briefly about their Head Start story and why they want to fill this role. Ballots were handed out. After the vote there was a tie between Darlene Demosthene and Jekeyah Holmes. There will be a new vote next month.

- Ms. Hill recognized the alternates that attend the meetings on a regular basis when they are not required to. So far, we have had excellent attendance at the meetings and the training and it is appreciated.
- Region IV Conference update from Dexter Nelson

Public Comment: Dexter Nelson related a good experience with the TeleHealth system through Nemours. His son was treated via Skype/Facetime for a swollen eye. It went very smoothly and the issue was resolved.

Chairperson Dexter Nelson requested a motion to adjourn meeting

Motion: Jeneka Lloyd, Past Parent, Community Rep.

Seconded: Leah Ackerman, Representative, McCoy

Status: The motion was carried with no objections

Meeting Adjourned at 8:19 p.m.

NEXT POLICY COUNCIL MEETING

March 15, 2018

1718 E. Michigan Street

Orlando, FL 32806

6:30 p.m.