

Interoffice Memorandum



APPROVED
BY ORANGE COUNTY BOARD
OF COUNTY COMMISSIONERS
NOV 17 2015 *CS/BS*

AGENDA ITEM

November 6, 2015

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: Head Start Division Manning Table
BCC Meeting November 15, 2015 Consent Agenda/All Districts

The Application for Federal Assistance related to the Head Start Program Five Year Grant FY2015-2020 was approved by the Mayor and Orange County Board of County Commissioners on June 16, 2015. Recently, the County received a Notice of Award, Award Number: 04CH010230-01-00, for half of the Five Year Head Start grant (\$6,255,673) from the U.S. Department of Health and Human Services, Administration for Children and Families, dated October 15, 2015.

The five year grant included a request for two additional positions: Licensed Practical Nurse and Maintenance Tech. Previously, the positions were included in the Head Start Division manning table. However, these positions were eliminated due to budget sequestration. The Head Start Division is requesting to add the positions to its manning table. Head Start grant funds for FY 2016-2017 will be used to cover costs for the positions.

ACTION REQUESTED: Approval to add two positions to the Head Start Division manning table. Head Start five year grant funds, award number 04CH010230-01-00, will be used to cover costs for the Licensed Practical Nurse and Maintenance Tech positions.

SH/kp

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

Job Code 4015**PayGrade: 013****FLSA Status: Non-Exempt****LICENSED PRACTICAL NURSE****General Functions**

Performs paraprofessional nursing work in providing medical services to patients and their families.

Representative Duties /Assignments**Head Start**

- Schedules and accompanies children to dental and physical examination appointments.
- Performs and assists Health Coordinator and Health Aides with vision, hearing, growth and development screenings, and with routine laboratory work.
- Reviews, interprets and maintains health records for correct documentation and follow-up by the Health Coordinator.
- Provides individualized health education and counseling to the children and their families.
- Assigns and directs Health Aides, as needed.

Medical Clinic

- Reviews, interprets and maintains health records for correct specialty referral documentation and follow-up by the primary care physician.
- Communicates with private medical providers, patients and primary care physicians to ensure coordination of services for patients referred for secondary care.
- Provides individualized health education and counseling to patients and their families.
- Assists Physicians, Registered Nurses and Medical Assistants in the performance of clinical activities, as needed.

Minimum Qualifications

Graduation from a school of practical nursing.

Current Florida State license as a Licensed Practical Nurse.

Preferences

Head Start - One year of experience in the pediatric nursing field.

Medical Clinic - Previous experience in referral coordination, strong administrative and organizational skills and strong medical terminology vocabulary and understanding.

2/23/1999

Job Code 3420**PayGrade: 107****FLSA Status: Non-Exempt****MAINTENANCE TECH****General Functions**

Performs specialized maintenance, service, and repair work on automotive equipment, building, facilities, mechanical equipment, or electrical systems.

Distinguishing Characteristics of Work

This is moderately difficult specialized maintenance, service, and repair work.

An employee assigned to a position allocated to this type of work performs a variety of special maintenance, service, and repair tasks that may involve automotive equipment, buildings, facilities, mechanical equipment or electrical systems, or a combination of, utilized in the operations of the assigned divisions.

Work is characterized as moderately difficult and complex and is subject to inspection in process and upon completion.

Work is performed under the general supervision of a higher grade authority who issues assignments in the form of sketches, diagrams, equipment service manuals, written, or verbal instruction.

Representative Duties /Assignments

- Checks and maintains assigned facility, equipment or system for preventive maintenance and critical operation factors.
- Using a variety of tools, test and calibration equipment applies accepted maintenance, service, and repair procedures to maintain or return item to proper operation conditions.
- Modifies or replaces components as necessary.
- Consults with specific trade's employees or supervisor on special maintenance and repair problems.
- Performs service and minor repairs on a wide variety of heavy equipment and light vehicle.
- Performs other related work as assigned.

Minimum Qualifications

High school graduate or equivalent and three years experience in a specific skill or trade based on the area of assignment. Additional years of the specified experience may be substituted for the required education on a year-for-year basis.

May be required to possess and maintain the appropriate valid Commercial Driver's License for the type of equipment operated.

Facilities Management Division:

Must possess and maintain a valid Florida Driver's License by date of hire.

Preferences

1/8/2008

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES
NOTICE OF AWARD**

SAI NUMBER:

PMS DOCUMENT NUMBER:

1. AWARDING OFFICE: Office of Head Start		2. ASSISTANCE TYPE: Discretionary Grant	3. AWARD NO.: 04CH010230-01-00	4. AMEND. NO. 0
5. TYPE OF AWARD: Other		6. TYPE OF ACTION: New	7. AWARD AUTHORITY: 42 USC 9871 ET SEQ.	
8. BUDGET PERIOD: 10/01/2015 THRU 09/30/2016		9. PROJECT PERIOD: 10/01/2015 THRU 09/30/2020		10. CAT NO.: 93.600

11. RECIPIENT ORGANIZATION: ORANGE COUNTY BOARD OF COMMISSIONERS 201 S Rosalind Ave Orlando, FL 32801-3527 Grantee Authorizing Official: Teresa Jacobs , Mayor		12. PROJECT / PROGRAM TITLE: HEAD START PART YEAR/PART DAY AND HEAD START FULL DAY/FULLYEAR DISABILITY SERVICES T&TA
---	--	--

13. COUNTY: Orange	14. CONGR. DIST: 10	15. PRINCIPAL INVESTIGATOR OR PROGRAM DIRECTOR: Sonya Hill Head Start Manager
------------------------------	-------------------------------	--

16. APPROVED BUDGET:		17. AWARD COMPUTATION:	
Personnel.....	\$ 3,476,135.00	A. NON-FEDERAL SHARE.....	\$ 1,563,918.00 20%
Fringe Benefits.....	\$ 1,610,531.50	B. FEDERAL SHARE.....	\$ 6,255,673.00 80%
Travel.....	\$ 0.00	18. FEDERAL SHARE COMPUTATION:	
Equipment.....	\$ 0.00	A. TOTAL FEDERAL SHARE.....	\$ 6,255,673.00
Supplies.....	\$ 113,392.50	B. UNOBLIGATED BALANCE FEDERAL SHARE.....	\$ 0.00
Contractual.....	\$ 279,646.00	C. FED. SHARE AWARDED THIS BUDGET PERIOD...	\$ 0.00
Facilities/Construction.....	\$ 0.00	19. AMOUNT AWARDED THIS ACTION:	
Other.....	\$ 722,803.00	\$ 6,255,673.00	
Direct Costs.....	\$ 6,202,508.00	20. FEDERAL \$ AWARDED THIS PROJECT PERIOD:	
Indirect Costs.....	\$ 53,165.00	\$ 6,255,673.00	
At % of \$		21. AUTHORIZED TREATMENT OF PROGRAM INCOME:	
In Kind Contributions.....	\$ 0.00	Additional Costs	
Total Approved Budget.....	\$ 6,255,673.00	22. APPLICANT EIN: 596000773	23. PAYEE EIN: 1591101610A1
		24. OBJECT CLASS: 41.51	

25. FINANCIAL INFORMATION:							DUNS 064797251
ORGN	DOCUMENT NO.	APPROPRIATION	CAN NO.	NEW AMT.	UNOBLIG.	NONFED %	
	04CH01023001	75-16-1536	6-G044122	\$6,194,228.00			
	04CH01023001	75-16-1536	6-G044120	\$61,445.00			

26. REMARKS: (Continued on separate sheets)

27. SIGNATURE - ACF GRANTS OFFICER		DATE:	28. SIGNATURE(S) CERTIFYING FUND AVAILABILITY	
Ms. Nadine L Roth		10/15/2015	Ms. TaWanda Goodman	
29. SIGNATURE AND TITLE - PROGRAM OFFICIAL(S)		DATE:		
Mr. Keno C Simmons - Supervisory Program Specialist		10/15/2015		

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES
NOTICE OF AWARD**

SAI NUMBER:

PMS DOCUMENT NUMBER:

1. AWARDING OFFICE: Office of Head Start		2. ASSISTANCE TYPE: Discretionary Grant	3. AWARD NO.: 04CH010230-01-00	4. AMEND. NO. 0
5. TYPE OF AWARD: Other		6. TYPE OF ACTION: New		7. AWARD AUTHORITY: 42 USC 9871 ET SEQ.
8. BUDGET PERIOD: 10/01/2015 THRU 09/30/2016		9. PROJECT PERIOD: 10/01/2015 THRU 09/30/2020		10. CAT NO.: 93.600
11. RECIPIENT ORGANIZATION: ORANGE COUNTY BOARD OF COMMISSIONERS				

STANDARD TERMS

1. Paid by DHHS Payment Management System (PMS), see attached for payment information. This award is subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable to you based on your recipient type and purpose of this award.

This includes requirements in Parts I and II (available at <http://www.hhs.gov/grants/grants/policies-regulations/index.html>) of the HHS GPS. Although consistent with the HHS GPS, any applicable statutory or regulatory requirements, including 45 CFR Part 75, directly apply to this award apart from any coverage in the HHS GPS.

This award is subject to requirements or limitations in any applicable Appropriations Act.

This award is subject to the requirements of Section 106 (g) of the trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to <http://www.acf.hhs.gov/grants/discretionary-competitive-grants>

This award is subject to the Federal Financial Accountability and Transparency Act (FFATA or Transparency) of 2006 subaward and executive compensation reporting requirements.

For the full text of the award term, go to <http://www.acf.hhs.gov/grants/discretionary-competitive-grants>

This award is subject to requirement as set forth in 2 CFR 25.110 Central Contractor Registration (CCR) and DATA Universal Number System (DUNS). For full text go to <http://www.acf.hhs.gov/grants/discretionary-competitive-grants>

This award is subject to the requirements as set forth in 45 CFR Part 87.

This grant is subject to the requirements as set forth in 45 CFR Part 75.

Attached are terms and conditions, reporting requirements, and payment instructions.

Initial expenditure of funds by the grantee constitutes acceptance of this award. Future support is anticipated.