

Interoffice Memorandum



AGENDA ITEM

April 28, 2016

TO: Mayor Teresa Jacobs
and
Board of County Commissioners

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

FROM: Sonya L. Hill, Manager *Sonya L Hill*
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 May 24, 2016

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

Head Start Policy Council Program Information and Updates April 2016
Head Start Policy Council Meeting Minutes March 17, 2016

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

SH/kp

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



Lonnie C. Bell, Jr.
Director, Family Services

Orange County Government

HEAD START

POLICY COUNCIL

PROGRAM

INFORMATION & UPDATES



Sonya L. Hill
Head Start Division Manager

APRIL
SHOWERS
bring **MAY**
FLOWERS

APRIL 2016



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



**POLICY COUNCIL
MONTHLY MEETING**

Who: Policy Council Members

Date: THURSDAY- MARCH 17, 2016

Time: 6:30 PM

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

C h i l d C a r e P r o v i d e d
(snacks provided for the children)

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

SEE YOU THERE!!!!!!



AGENDA

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

April 21, 2016

MEETING STARTS AT 6:30 p.m.

1. Call to Order – Chairperson
2. Roll Call – Secretary
3. Adoption of Agenda
4. Secretary Report
 - a. Review of Minutes
5. Human Resources Report
6. Budget Report
7. Head Start Division Manager’s Report – Sonya Hill, Head Start Division Manager
8. Commissioner/Commissioner’s Liaison Report- Commissioner V. Siplin
9. Status of Board of County Commissioners Vote- Helen Hill
 - Approval of Head Start requests for filing of the monthly packets, program information update and meeting minutes for the official county record:
 - a. Head Start Policy Council Program Information and Updates
 - b. Head Start Policy Council Meeting Minutes
10. Service Area Reports
11. Old Business
 - a. Women’s Event / Flyers
12. New Business
 - a. FHSA Conference Update
 - b. Call Tree
13. Public Comment
14. Adjourn

**Head Start Policy Council
Human Resources Committee
March Actions**

I. New Hires –

Job Title	Employee's Name <i>(Documented after Policy Council Vote)</i>	Date of Hire
Maintenance Tech	Julio Grullon	03/14/2016
Teacher Aide	Audreyola Burke	03/14/2016
Teacher Aide	Ann Marie Graham	03/14/2016
Teacher Aide	Victoria Jenkins	03/28/2016
Teacher Aide	Brenda Rivera	03/28/2016
Teacher Aide	Janisse Medina	03/28/2016
Licensed Practical Nurse	Maria Gonzalez	03/14/2016
Teacher Assistant	Amy Brandenburg	03/28/2016

II. Pending Approval

Job Title	Employee's Name
Teacher Aide	Nisrine Mesfioui
Teacher Aide	Ebony Rainge
Teacher Aide	Rosnel Bertrand
Teacher Assistant	Shatrice Campbell
Teacher Assistant	Stephanie Johnson
Teacher	Nola Moore

III. Separation from employment –

Job Title	Reason	Employee's Name <i>(Documented after Policy Council Vote)</i>
Community Service Worker	Other Personal Reasons	Jazzmil Torres
Sr. Community Service Worker	Other Personal Reasons	Luz Ramos Algarin
Teacher Assistant	Another Job	James Bynes

IV. Promotions/Internal Transfers –

Transfer From:	Transfer To:	Employee's Name <i>(Documented after Policy Council Vote)</i>
Teacher Assistant	Teacher	Sonya Austin

V. Current Head Start Openings – As of 04/11/16

Job Title	Number of Positions
Teacher Assistant	11
Teacher	1
Center Supervisor	1
Community Services Worker	2
Licensed Practical Nurse	1
Maintenance Technician	1
Registered Nurse Supervisor	1

**Orange County Family Services Department
Budget Summary: Month of March's 2016 for Head Start**

UNIT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	ENCUMBERED AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
Head Start Administration	1,294,384	67,211	87,652	86,509	78,896	84,961	236,985	3,140	642,214	649,029	50%
Head Start Services	11,544,829	721,005	867,316	852,437	744,780	823,998	1,216,083	263,374	5,225,621	6,032,267	45%
Head Start Training	122,891	715	3,957	11,119	10,002	23,169	11,837	17,135	60,798	31,804	49%
Head Start Disabilities	449,242	17,775	21,218	21,337	21,302	29,756	32,419	149,913	143,807	155,522	32%
USDA Administration	179,000	3,871	7,612	9,175	10,639	10,670	22,596	-	64,563	114,437	36%
USDA Services	1,550,260	17,609	21,065	134,026	128,753	182,330	204,669	275,908	688,452	585,900	44%
Voluntary Pre-Kindergarten	1,082,330	18,652	(18,230)	2,430	148,943	94,354	132,772	-	378,920	703,410	35%
Grand Total	16,222,936	846,837	990,590	1,117,032	1,143,317	1,249,238	1,857,361	709,471	7,204,376	8,272,367	44%
MONTHS		PERCENT									
October	8%										
November	17%										
December	25%										
January	33%										
February	42%										
March	50%										
April	58%										
May	67%										
June	75%										
July	83%										
August	92%										
September	100%										

* All Encumbered Amount will be reflected in the Balance column and not in the Expended Year To Date column until expended.

ORANGE COUNTY FAMILY SERVICES DEPARTMENT
Fund: 7006 ,Dept: 062 , HEAD START , Unit: 7521 , ADMIN/HEAD START
FY 2015-2016 MONTHLY MARCH'S EXPENDITURE REPORT

	'UNIT	UNIT NAME	OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	ENCUMBERED AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1	7521	ADMIN/HEAD START	1120	7FA	REGULAR SALARIES and WAGES	783,943.00	51,010.96	60,860.80	60,892.47	61,484.80	61,184.78	92,227.20	.00	387,661.01	396,281.99	49%
	7521	ADMIN/HEAD START	1130	7FA	OTHER SALARIES and WAGES	.00	.00	.00	.00	.00	.00	4,800.00	.00	4,800.00	-4,800.00	#DIV/0!
	7521	ADMIN/HEAD START	1140	7FA	OVERTIME	7,000.00	279.96	226.15	736.94	.00	139.41	151.20	.00	1,533.66	5,466.34	22%
	7521	ADMIN/HEAD START	2110	7FA	FICA TAXES	60,507.00	3,710.56	4,432.81	4,477.21	4,454.67	4,445.25	7,050.52	.00	28,571.02	31,935.98	47%
	7521	ADMIN/HEAD START	2120	7FA	RETIREMENT CONTRIBUTION	57,422.00	3,832.94	4,594.93	4,604.58	4,594.08	4,582.42	6,902.10	.00	29,111.05	28,310.95	51%
	7521	ADMIN/HEAD START	2130	7FA	LIFE and HEALTH INSURANCE	168,800.00	8,376.49	9,857.04	9,857.04	10,086.32	10,086.32	15,544.96	.00	63,808.17	104,991.83	38%
	7521	ADMIN/HEAD START	2131	7FA	HSA/FSA CONTRIBUTION	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	#DIV/0!
	7521	ADMIN/HEAD START	2200	7FA	PAYMENTS TO OPEB TRUST	7,383.00	.00	.00	.00	.00	.00	.00	.00	.00	7,383.00	0%
	OBJECT CATEGORY 1					1,085,055.00	67,210.91	79,971.73	80,568.24	80,619.87	80,438.18	126,675.98	.00	515,484.91	569,570.09	48%
2	7521	ADMIN/HEAD START	3125	7FB	INDIRECT COSTS	106,329.00	.00	.00	.00	.00	.00	106,329.00	.00	106,329.00	.00	100%
	7521	ADMIN/HEAD START	3410	7FC	LOCAL TRAVEL	1,000.00	.00	.00	602.09	.00	229.06	451.38	.00	1,282.53	-282.53	128%
	7521	ADMIN/HEAD START	3510	7FC	POSTAGE and MESSENGER SVCS	2,000.00	.00	.00	.00	.00	16.61	.00	.00	16.61	1,983.39	1%
	7521	ADMIN/HEAD START	3530	7FC	TOLL CHARGES	150.00	.00	.00	27.68	.00	1.09	42.31	.00	71.08	78.92	47%
	7521	ADMIN/HEAD START	3610	7FC	RENTAL OF EQUIPMENT	5,600.00	.00	.00	331.00	.00	.00	1,033.69	1,423.38	1,364.69	2,811.93	24%
	7521	ADMIN/HEAD START	3720	7FC	COMMUNICATIONS	3,000.00	.00	.00	388.33	776.61	419.22	418.99	.00	2,003.15	996.85	67%
	7521	ADMIN/HEAD START	3820	7FC	MAINTENANCE OF EQUIPMENT	2,567.00	.00	.00	.00	.00	.00	1,590.87	1,717.09	1,590.87	-740.96	62%
	7521	ADMIN/HEAD START	3910	7FC	GRAPHIC REPROD SVCS	8,800.00	.00	.00	.00	.00	.00	.00	.00	.00	8,800.00	0%
	7521	ADMIN/HEAD START	4010	7FC	DUES and MEMBERSHIPS	20,875.00	.00	7,680.00	450.00	.00	.00	.00	.00	8,130.00	12,745.00	39%
	7521	ADMIN/HEAD START	4110	7FC	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	9,200.00	.00	.00	337.38	.00	1,081.55	1,557.51	.00	2,976.44	6,223.56	32%
	7521	ADMIN/HEAD START	4115	7FC	MISCELLANEOUS OPERATING SUPPLIES	12,800.00	.00	.00	.00	.00	.00	.00	.00	.00	12,800.00	0%
	7521	ADMIN/HEAD START	4120	7FC	SOFTWARE < \$1000	6,336.00	.00	.00	604.86	.00	.00	.00	.00	604.86	5,731.14	10%
	7521	ADMIN/HEAD START	4121	7FC	COMPUTER EQUIPMENT LESS THAN \$500	5,080.00	.00	.00	152.99	.00	.00	.00	.00	152.99	4,927.01	3%
	7521	ADMIN/HEAD START	4123	7FC	EQUIPMENT LESS THAN \$1000	5,000.00	.00	.00	504.22	.00	.00	.00	.00	504.22	4,495.78	10%
	7521	ADMIN/HEAD START	4412	7FC	PROMOTIONAL EXPENSES	5,000.00	.00	.00	.00	.00	1,499.70	.00	.00	1,499.70	3,500.30	30%
	7521	ADMIN/HEAD START	4418	7FC	EDUCATIONAL ASSISTANCE PROGRAM	2,000.00	.00	.00	2,500.00	-2,500.00	1,250.00	-1,250.00	.00	.00	2,000.00	0%
	7521	ADMIN/HEAD START	4422	7FC	SCHOLARSHIPS,AWARDS,BENE F	559.00	.00	.00	42.50	.00	25.80	135.00	.00	203.30	355.70	36%
	7521	ADMIN/HEAD START	4482	7FN	SELF INS-PROP CASUALTY	13,033.00	.00	.00	.00	.00	.00	.00	.00	.00	13,033.00	0%
	OBJECT CATEGORY 2					209,329.00	.00	7,680.00	5,941.05	-1,723.39	4,523.03	110,308.75	3,140.47	126,729.44	79,459.09	61%
	*TOTAL UNIT_CD 7521					1,294,384.00	67,210.91	87,651.73	86,509.29	78,896.48	84,961.21	236,984.73	3,140.47	642,214.35	649,029.18	50%

ORANGE COUNTY FAMILY SERVICES DEPARTMENT
Fund: 7006 ,Dept: 062 , HEAD START , Unit: 7522 , SERVICES/HEAD START
FY 2015-2016 MONTHLY MARCH'S EXPENDITURE REPORT

'UNIT	UNIT NAME	OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	ENCUMBERED AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD	
1	7522	SERVICE	1120	7FE	REGULAR SALARIES and WAGES	6,454,605.00	498,600.42	602,021.74	582,965.88	466,984.61	521,930.61	792,259.04	.00	3,464,762.30	2,989,842.70	54%
	7522	SERVICE	1130	7FE	OTHER SALARIES and WAGES	80,000.00	9,148.75	7,930.71	8,268.91	7,134.99	14,112.46	17,170.71	.00	63,766.53	16,233.47	80%
	7522	SERVICE	1140	7FE	OVERTIME	10,000.00	3,321.14	908.11	1,733.77	208.37	1,845.12	3,079.80	.00	11,096.31	-1,096.31	111%
	7522	SERVICE	2110	7FE	FICA TAXES	496,707.00	37,222.24	44,462.56	43,171.45	34,379.36	39,172.33	59,097.78	.00	257,505.72	239,201.28	52%
	7522	SERVICE	2120	7FE	RETIREMENT CONTRIBUTION	469,330.00	36,971.73	43,277.62	42,851.41	33,063.91	31,754.57	59,058.22	.00	246,977.46	222,352.54	53%
	7522	SERVICE	2130	7FE	LIFE and HEALTH INSURANCE	2,006,000.00	115,906.39	134,766.16	133,747.13	115,448.14	131,186.75	194,409.97	.00	825,464.54	1,180,535.46	41%
	7522	SERVICE	2131	7FE	HSA/FSA CONTRIBUTION	.00	.00	.00	.00	.00	.00	750.00	.00	750.00	-750.00	#DIV/0!
	7522	SERVICE	2150	7FE	UNEMPLOYMENT COMPENSATION	7,000.00	.00	.00	.00	.00	.00	.00	.00	.00	7,000.00	0%
	7522	SERVICE	2200	7FE	PAYMENTS TO OPEB TRUST	122,804.00	.00	.00	.00	.00	.00	.00	.00	.00	122,804.00	0%
OBJECT CATEGORY 1					9,646,446.00	701,170.67	833,366.90	812,738.55	657,219.38	740,001.84	1,125,825.52	.00	4,870,322.86	4,776,123.14	50%	
2	7522	SERVICE	3167	7FF	PAYMENTS TO OTHER GOVERNMENTAL AGENCIES	8,000.00	100.00	.00	.00	3,559.50	887.25	1,050.26	.00	5,597.01	2,402.99	70%
	7522	SERVICE	3170	7FF	JANITORIAL SVC and SUPPLY	20,000.00	.00	.00	357.97	3,596.62	1,005.70	1,005.70	.00	5,965.99	14,034.01	30%
	7522	SERVICE	3192	7FF	SOFTWARE LICENSING SUPPORT FEE	42,225.00	.00	.00	.00	.00	.00	18,381.77	.00	18,381.77	275.23	44%
	7522	SERVICE	3195	7FF	CONTRACT SERVICES MEDICAL	10,000.00	.00	.00	.00	.00	815.00	.00	10,000.00	815.00	-815.00	8%
	7522	SERVICE	3197	7FF	CONTRACTUAL SERVICES NOT OTHERWISE SPECIFIED	50,000.00	.00	1,773.75	150.00	770.00	4,478.75	1,500.00	46,895.40	8,672.50	-5,567.90	17%
	7522	SERVICE	3350	7FF	OTHER INSURANCE and BONDS	13,000.00	.00	12,933.12	.00	.00	.00	.00	.00	12,933.12	66.88	99%
	7522	SERVICE	3410	7FF	LOCAL TRAVEL	25,000.00	.00	.00	1,991.24	.00	1,847.03	951.28	.00	4,789.55	20,210.45	19%
	7522	SERVICE	3420	7FF	OUT OF COUNTY TRAVEL	1,000.00	.00	.00	.00	.00	.00	.00	.00	.00	1,000.00	0%
	7522	SERVICE	3520	7FF	MOVING EXPENSE-CO ASSETS	2,000.00	.00	.00	988.00	.00	760.00	.00	.00	1,748.00	252.00	87%
	7522	SERVICE	3530	7FF	TOLL CHARGES	500.00	.00	101.55	135.41	43.34	232.99	166.53	.00	679.82	-179.82	136%
	7522	SERVICE	3610	7FF	RENTAL OF EQUIPMENT LEASES-	49,926.00	.00	1,580.53	2,456.39	3,009.28	8,011.45	4,096.23	37,297.85	19,153.88	-6,525.73	38%
	7522	SERVICE	3620	7FF	BUILDINGS/STRUCTURES	228,392.00	11,257.84	5,628.92	6,122.92	45,176.07	8,713.45	6,863.45	8,204.00	83,762.65	136,425.35	37%
	7522	SERVICE	3710	7FF	UTILITIES	45,564.00	3,200.00	2,821.74	2,238.72	7,544.96	4,687.67	3,619.39	.00	24,112.48	21,451.52	53%
	7522	SERVICE	3720	7FF	COMMUNICATIONS MAINTENANCE OF BUILDINGS, IMPROVEMENTS, AND GROUNDS	45,000.00	93.00	2,940.70	1,244.30	8,008.98	5,334.89	4,376.65	.00	21,998.52	23,001.48	49%
	7522	SERVICE	3810	7FF	MAINTENANCE OF EQUIPMENT	392,530.00	3,100.00	1,550.00	2,777.74	3,243.75	7,529.54	3,572.02	.00	21,773.05	370,756.95	6%
	7522	SERVICE	3820	7FF	MAINTENANCE OF COMPUTER EQUIPMENT	37,913.00	.00	1,005.90	512.30	1,083.81	2,650.80	2,059.90	14,251.34	7,312.71	16,348.95	19%
	7522	SERVICE	3823	7FF	INTERNAL FLEET MANAGEMENT CHARGES	7,500.00	.00	.00	.00	.00	.00	.00	.00	.00	7,500.00	0%
	7522	SERVICE	3825	7FN	GRAPHIC REPROD SVCS	43,000.00	.00	.00	2,090.23	425.25	1,229.47	1,878.35	.00	5,623.30	37,376.70	13%
	7522	SERVICE	3910	7FF	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	15,298.00	.00	.00	.00	.00	84.00	.00	.00	84.00	15,214.00	1%
	7522	SERVICE	4020	7FF	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	3,000.00	.00	.00	.00	.00	.00	.00	.00	.00	3,000.00	0%
	7522	SERVICE	4110	7FF	MISCELLANEOUS OPERATING SUPPLIES	10,000.00	.00	.00	512.66	.00	3,233.45	2,192.71	.00	5,938.82	4,061.18	59%
	7522	SERVICE	4115	7FF	EVENT/MEAL REIMBURSEMENTS	81,347.00	.00	.00	915.40	.00	7,826.76	7,907.40	.00	16,649.56	64,697.44	20%
	7522	SERVICE	4116	7FF	SOFTWARE < \$1000	3,000.00	.00	.00	.00	.00	698.36	.00	3,817.25	698.36	-1,515.61	23%
	7522	SERVICE	4120	7FF	COMPUTER EQUIPMENT LESS THAN \$500	2,560.00	.00	.00	476.56	.00	.00	.00	.00	476.56	2,083.44	19%
	7522	SERVICE	4121	7FF	EQUIPMENT LESS THAN \$1000	3,200.00	.00	.00	747.28	.00	1,423.73	2,148.00	150.57	4,319.01	-1,269.58	135%
	7522	SERVICE	4123	7FF	FOOD and DIETARY	25,000.00	.00	.00	543.97	.00	1,381.05	169.96	.00	2,094.98	22,905.02	8%
	7522	SERVICE	4135	7FF	MED and SURG SUPPLIES	246,569.00	.00	.00	15,924.03	13,899.45	21,165.28	27,068.32	73,479.91	78,057.08	95,032.01	32%
	7522	SERVICE	4143	7FF	CLOTHING AND WEARING APPAREL	4,000.00	.00	.00	.00	.00	.00	.00	.00	.00	4,000.00	0%
	7522	SERVICE	4175	7FF	MISC SUPPLIES OR EXPENSES	100.00	.00	.00	.00	.00	.00	.00	.00	.00	100.00	0%
	7522	SERVICE	4195	7FF	PROMOTIONAL EXPENSES	2,000.00	.00	.00	.00	.00	.00	.00	.00	.00	2,000.00	0%
	7522	SERVICE	4412	7FF	EDUCATIONAL ASSISTANCE PROGRAM	2,500.00	.00	.00	.00	.00	.00	.00	.00	.00	2,500.00	0%
	7522	SERVICE	4418	7FF	IMPROVEMTS TO NON-COUNTY ASSETS	2,012.00	2,083.85	3,613.15	-1,036.96	-4,660.04	.00	1,250.00	.00	1,250.00	762.00	62%
	7522	SERVICE	4440	7FF	PARENT ACTIVITY FUND	15,000.00	.00	.00	.00	.00	.00	.00	.00	.00	15,000.00	0%
	7522	SERVICE	4450	7FF	FIELD TRIPS-HEAD START	9,216.00	.00	.00	.00	.00	.00	.00	.00	.00	9,216.00	0%
	7522	SERVICE	4452	7FF	SELF INS-PROP CASUALTY	65,360.00	.00	.00	550.00	.00	.00	.00	.00	550.00	64,810.00	1%
	7522	SERVICE	4482	7FN	EQUIPMENT	272,491.00	.00	.00	.00	.00	.00	.00	.00	.00	272,491.00	0%
	7522	SERVICE	6410	7FD	COMPUTER EQUIPMENT > \$500	2,000.00	.00	.00	.00	1,859.95	.00	.00	.00	1,859.95	140.05	93%
	7522	SERVICE	6438	7FD		112,180.00	.00	.00	.00	.00	.00	.00	69,277.50	.00	42,902.50	0%
OBJECT CATEGORY 2					1,898,383.00	19,834.69	33,949.36	39,698.16	87,560.92	83,996.62	90,257.92	263,373.82	355,297.67	1,256,143.51	19%	
*TOTAL UNIT_CD 7522					11,544,829.00	721,005.36	867,316.26	852,436.71	744,780.30	823,998.46	1,216,083.44	263,373.82	5,225,620.53	6,032,266.65	45%	

ORANGE COUNTY FAMILY SERVICES DEPARTMENT
Fund: 7006 ,Dept: 062 , HEAD START , Unit: 7525 , TRAINING/HEAD START
FY 2015-2016 MONTHLY MARCH'S EXPENDITURE REPORT

'UNIT	UNIT NAME	OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	ENCUMBERED AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
2	7525	TRAINING	3185	7FH CONTRACT SVC-TRAINING	45,966.00	.00	2,500.00	.00	.00	6,000.00	5,000.00	10,215.00	13,500.00	9,097.00	29%
	7525	TRAINING	3420	7FH OUT OF COUNTY TRAVEL	13,700.00	715.40	1,456.86	1,466.96	664.13	4,423.66	2,976.77	.00	11,703.78	1,996.22	85%
	7525	TRAINING	3610	7FH RENTAL OF EQUIPMENT	1,000.00	.00	.00	.00	.00	.00	.00	.00	.00	1,000.00	0%
	7525	TRAINING	3620	7FH LEASES- BUILDINGS/STRUCTURES	2,000.00	.00	.00	.00	.00	.00	.00	912.25	.00	1,087.75	0%
	7525	TRAINING	3910	7FH GRAPHIC REPROD SVCS	1,000.00	.00	.00	.00	.00	.00	.00	.00	.00	1,000.00	0%
	7525	TRAINING	4020	7FH BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	1,000.00	.00	.00	.00	.00	.00	109.90	.00	109.90	890.10	11%
	7525	TRAINING	4030	7FH TRAINING AND EDUCATIONAL COST	31,646.00	.00	.00	3,955.00	.00	12,407.00	.00	.00	16,362.00	15,284.00	52%
	7525	TRAINING	4040	7FH LICENSE AND CERTIFICATION FEES	1,000.00	.00	.00	.00	.00	150.00	.00	.00	150.00	850.00	15%
	7525	TRAINING	4110	7FH OFFICE SUPPLIES (NOT INCLUDING PRINTING)	2,771.00	.00	.00	.00	.00	.00	.00	.00	.00	2,771.00	0%
	7525	TRAINING	4115	7FH MISCELLANEOUS OPERATING SUPPLIES	2,000.00	.00	.00	.00	.00	.00	.00	.00	.00	2,000.00	0%
	7525	TRAINING	4116	7FH EVENT/MEAL REIMBURSEMENTS	4,500.00	.00	.00	.00	.00	187.84	.00	.00	187.84	4,312.16	4%
	7525	TRAINING	4418	7FH EDUCATIONAL ASSISTANCE PROGRAM	10,300.00	.00	.00	5,697.00	9,337.58	.00	3,750.00	.00	18,784.58	-8,484.58	182%
	7525	TRAINING	6438	7FJ COMPUTER EQUIPMENT > \$500	6,008.00	.00	.00	.00	.00	.00	.00	6,008.00	.00	.00	0%
OBJECT CATEGORY 2					122,891.00	715.40	3,956.86	11,118.96	10,001.71	23,168.50	11,836.67	17,135.25	60,798.10	31,803.65	49%
*TOTAL UNIT_CD 7525					122,891.00	715.40	3,956.86	11,118.96	10,001.71	23,168.50	11,836.67	17,135.25	60,798.10	31,803.65	49%

ORANGE COUNTY FAMILY SERVICES DEPARTMENT
Fund: 7006 ,Dept: 062 , HEAD START , Unit: 7526 , DISABILITY/HEAD START
FY 2015-2016 MONTHLY MARCH'S EXPENDITURE REPORT

'UNIT	UNIT NAME	OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	ENCUMBERED AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1	7526	HEAD START DISABILITY	1120	7FI	REGULAR SALARIES and WAGES	195,599.00	13,390.32	15,976.00	15,976.00	15,976.00	23,733.93	.00	101,028.25	94,570.75	52%
	7526	HEAD START DISABILITY	1140	7FI	OVERTIME	100.00	.00	43.94	.00	.00	60.64	.00	104.58	-4.58	105%
	7526	HEAD START DISABILITY	2110	7FI	FICA TAXES	14,971.00	951.90	1,140.29	1,136.95	1,128.92	1,675.20	.00	7,162.18	7,808.82	48%
	7526	HEAD START DISABILITY	2120	7FI	RETIREMENT CONTRIBUTION	14,207.00	972.15	1,163.07	1,159.88	1,159.88	1,631.43	.00	7,246.29	6,960.71	51%
	7526	HEAD START DISABILITY	2130	7FI	LIFE and HEALTH INSURANCE	37,600.00	2,460.20	2,894.96	2,894.96	3,037.52	4,304.01	.00	18,629.17	18,970.83	50%
	7526	HEAD START DISABILITY	2131	7FI	HSA/FSA CONTRIBUTION	.00	.00	.00	.00	.00	.00	.00	.00	.00	#DIV/0!
	7526	HEAD START DISABILITY	2200	7FI	PAYMENTS TO OPEB TRUST	1,969.00	.00	.00	.00	.00	.00	.00	.00	1,969.00	0%
OBJECT CATEGORY 1															
					264,446.00	17,774.57	21,218.26	21,167.79	21,302.32	21,302.32	31,405.21	.00	134,170.47	130,275.53	51%
2	7526	HEAD START DISABILITY	3195	7FK	CONTRACT SERVICES MEDICAL	5,000.00	.00	.00	.00	.00	.00	.00	.00	5,000.00	0%
	7526	HEAD START DISABILITY	3197	7FK	CONTRACTUAL SERVICES NOT OTHERWISE SPECIFIED	165,000.00	.00	.00	169.00	.00	8,454.00	1,014.00	149,913.00	9,637.00	6%
	7526	HEAD START DISABILITY	3235	7FK	INDIGENT PSYCH SVCS	.00	.00	.00	.00	.00	.00	.00	.00	.00	#DIV/0!
	7526	HEAD START DISABILITY	3275	7FK	MEDICAL SVCS	10,000.00	.00	.00	.00	.00	.00	.00	.00	10,000.00	0%
	7526	HEAD START DISABILITY	4110	7FK	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	1,500.00	.00	.00	.00	.00	.00	.00	.00	1,500.00	0%
	7526	HEAD START DISABILITY	4115	7FK	MISCELLANEOUS OPERATING SUPPLIES	500.00	.00	.00	.00	.00	.00	.00	.00	500.00	0%
	7526	HEAD START DISABILITY	4120	7FK	SOFTWARE < \$1000	500.00	.00	.00	.00	.00	.00	.00	.00	500.00	0%
	7526	HEAD START DISABILITY	4482	7FN	SELF INS-PROP CASUALTY	2,296.00	.00	.00	.00	.00	.00	.00	.00	2,296.00	0%
OBJECT CATEGORY 2															
					184,796.00	.00	.00	169.00	.00	8,454.00	1,014.00	149,913.00	9,637.00	25,246.00	5%
*TOTAL UNIT_CD 7526															
					449,242.00	17,774.57	21,218.26	21,336.79	21,302.32	29,756.32	32,419.21	149,913.00	143,807.47	155,521.53	32%

**ORANGE COUNTY FAMILY SERVICES DEPARTMENT
Fund: 7406 ,Dept: 062 , HEAD START , Unit: 7523 , USDA ADMIN
FY 2015-2016 MONTHLY MARCH'S EXPENDITURE REPORT**

	'UNIT	UNIT NAME	OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	ENCUMBERED AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1	7523	USDA ADMIN	1120	7FQ	REGULAR SALARIES and WAGES	118,562.00	2,779.04	5,900.48	7,225.60	8,518.40	8,518.40	12,777.60	.00	45,719.52	72,842.48	39%
	7523	USDA ADMIN	1140	7FQ	OVERTIME	100.00	.00	24.24	.00	.00	.00	24.24	.00	48.48	51.52	48%
	7523	USDA ADMIN	2110	7FQ	FICA TAXES	9,078.00	194.85	432.36	531.89	630.01	630.00	946.89	.00	3,366.00	5,712.00	37%
	7523	USDA ADMIN	2120	7FQ	RETIREMENT CONTRIBUTION	8,615.00	201.76	430.13	524.58	618.44	618.44	929.42	.00	3,322.77	5,292.23	39%
	7523	USDA ADMIN	2130	7FQ	LIFE and HEALTH INSURANCE	28,200.00	694.89	824.90	828.49	872.50	872.50	1,308.75	.00	5,402.03	22,797.97	19%
	7523	USDA ADMIN	2131	7FQ	HSA/FSA CONTRIBUTION	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	#DIV/0!
	7523	USDA ADMIN	2200	7FQ	PAYMENTS TO OPEB TRUST	1,146.00	.00	.00	.00	.00	.00	.00	.00	.00	1,146.00	.00
	OBJECT CATEGORY 1					165,701.00	3,870.54	7,612.11	9,110.56	10,639.35	10,639.34	15,986.90	.00	57,858.80	107,842.20	35%
2	7523	USDA ADMIN	3125	7FP	INDIRECT COSTS	6,543.00	.00	.00	.00	.00	.00	6,543.00	.00	6,543.00	.00	100%
	7523	USDA ADMIN	3410	7FR	LOCAL TRAVEL	2,000.00	.00	.00	64.66	.00	30.71	61.54	.00	156.91	1,843.09	8%
	7523	USDA ADMIN	3530	7FR	TOLL CHARGES	30.00	.00	.00	.00	.00	.00	4.71	.00	4.71	25.29	16%
	7523	USDA ADMIN	3820	7FR	MAINTENANCE OF EQUIPMENT	500.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	0%
	7523	USDA ADMIN	4110	7FR	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	1,441.00	.00	.00	.00	.00	.00	.00	.00	.00	1,441.00	0%
	7523	USDA ADMIN	4418	7FR	EDUCATIONAL ASSISTANCE PROGRAM	1,100.00	.00	.00	.00	.00	.00	.00	.00	.00	1,100.00	0%
	7523	USDA ADMIN	4482	7FS	SELF INS-PROP CASUALTY	1,685.00	.00	.00	.00	.00	.00	.00	.00	.00	1,685.00	0%
	OBJECT CATEGORY 2					13,299.00	.00	.00	64.66	.00	30.71	6,609.25	.00	6,704.62	6,594.38	50%
	*TOTAL UNIT_CD 7523					179,000.00	3,870.54	7,612.11	9,175.22	10,639.35	10,670.05	22,596.15	.00	64,563.42	114,436.58	36%

ORANGE COUNTY FAMILY SERVICES DEPARTMENT
Fund: 7406 ,Dept: 062 , HEAD START , Unit: 7524 , USDA SERVICE
FY 2015-2016 MONTHLY MARCH'S EXPENDITURE REPORT

'UNIT	UNIT NAME	OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	ENCUMBERED AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD	
1	7524	USDA SERVICE	1120	7FT	REGULAR SALARIES and WAGES	147,300.00	11,577.18	13,923.89	13,924.64	13,731.01	13,684.67	19,507.93	.00	86,349.32	60,950.68	59%
	7524	USDA SERVICE	1140	7FT	OVERTIME	.00	.00	.00	51.17	.00	.00	17.39	.00	68.56	-68.56	#DIV/0!
	7524	USDA SERVICE	2110	7FT	FICA TAXES	11,268.00	814.48	981.49	985.42	982.13	978.63	1,391.28	.00	6,133.43	5,134.57	54%
	7524	USDA SERVICE	2120	7FT	RETIREMENT CONTRIBUTION	10,694.00	840.49	1,010.86	1,014.62	996.84	993.47	1,417.51	.00	6,273.79	4,420.21	59%
	7524	USDA SERVICE	2130	7FT	LIFE and HEALTH INSURANCE	75,200.00	4,376.38	5,149.14	5,149.14	4,987.32	4,987.32	7,480.98	.00	32,130.28	43,069.72	43%
	7524	USDA SERVICE	2131	7FT	HSA/FSA CONTRIBUTION	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	#DIV/0!
	7524	USDA SERVICE	2200	7FT	PAYMENTS TO OPEB TRUST	4,586.00	.00	.00	.00	.00	.00	.00	.00	.00	4,586.00	0%
		OBJECT CATEGORY 1				249,048.00	17,608.53	21,065.38	21,124.99	20,697.30	20,644.09	29,815.09	.00	130,955.38	118,092.62	53%
2	7524	USDA SERVICE	3170	7FU	JANITORIAL SVC and SUPPLY	1,000.00	.00	.00	130.80	.00	163.50	.00	.00	294.30	705.70	29%
	7524	USDA SERVICE	4115	7FU	MISCELLANEOUS OPERATING SUPPLIES	10,000.00	.00	.00	1,670.20	.00	2,095.86	3,862.79	.00	7,628.85	2,371.15	76%
	7524	USDA SERVICE	4130	7FU	HOUSEHOLD AND KITCHEN SUPPLIES	9,000.00	.00	.00	.00	.00	183.01	.00	.00	183.01	8,816.99	2%
	7524	USDA SERVICE	4135	7FU	FOODandDIETARY	1,272,992.00	.00	.00	111,100.00	108,056.16	159,243.42	170,990.84	275,908.23	549,390.42	447,693.35	43%
	7524	USDA SERVICE	4482	7FS	SELF INS-PROP CASUALTY	8,220.00	.00	.00	.00	.00	.00	.00	.00	.00	8,220.00	0%
		OBJECT CATEGORY 2				1,301,212.00	.00	.00	112,901.00	108,056.16	161,685.79	174,853.63	275,908.23	557,496.58	467,807.19	43%
		*TOTAL UNIT_CD 7524				1,550,260.00	17,608.53	21,065.38	134,025.99	128,753.46	182,329.88	204,668.72	275,908.23	688,451.96	585,899.81	44%

ORANGE COUNTY FAMILY SERVICES DEPARTMENT
Fund: 8299 ,Dept: 062 , HEAD START , Unit: 7537 , VOLUNTARY PRE-KINDERGARTEN
FY 2015-2016 MONTHLY MARCH'S EXPENDITURE REPORT

'UNIT	UNIT NAME	OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	ENCUMBERED AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD	
1	7537	VOLUNTARY PRE-KINDERGARTEN 06/07	1120	6EA	REGULAR SALARIES and WAGES	768,433.00	13,800.32	-10,187.60	1,727.09	107,775.32	63,347.49	65,113.88	.00	241,576.50	526,856.50	31%
	7537	VOLUNTARY PRE-KINDERGARTEN 06/07	2110	6EA	FICA TAXES	59,218.00	993.51	-753.53	112.46	7,811.29	4,578.75	4,706.32	.00	17,448.80	41,769.20	29%
	7537	VOLUNTARY PRE-KINDERGARTEN 06/07	2120	6EA	RETIREMENT CONTRIBUTION	55,722.00	1,001.91	-739.62	125.39	7,925.30	4,635.36	4,763.63	.00	17,711.97	38,010.03	32%
	7537	VOLUNTARY PRE-KINDERGARTEN 06/07	2130	6EA	LIFE and HEALTH INSURANCE	61,745.00	2,856.17	-1,996.74	464.58	25,431.03	15,228.17	15,690.50	.00	57,673.71	4,071.29	93%
	7537	VOLUNTARY PRE-KINDERGARTEN 06/07	2131	6EA	HSA/FSA CONTRIBUTION	2,500.00	.00	.00	.00	.00	.00	.00	.00	.00	2,500.00	0%
OBJECT CATEGORY 1					947,618.00	18,651.91	-13,677.49	2,429.52	148,942.94	87,789.77	90,274.33	.00	334,410.98	613,207.02	35%	
2	7537	VOLUNTARY PRE-KINDERGARTEN 06/07	3125	6EB	INDIRECT COSTS	42,498.00	.00	.00	.00	.00	42,498.00	.00	42,498.00	.00	100%	
	7537	VOLUNTARY PRE-KINDERGARTEN 06/07	4020	6EC	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	1,500.00	.00	.00	.00	.00	.00	.00	.00	1,500.00	0%	
	7537	VOLUNTARY PRE-KINDERGARTEN 06/07	4110	6EC	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	25,000.00	.00	.00	.00	.00	.00	.00	.00	25,000.00	0%	
	7537	VOLUNTARY PRE-KINDERGARTEN 06/07	4115	6EC	MISCELLANEOUS OPERATING SUPPLIES	31,255.00	.00	.00	.00	.00	.00	.00	.00	31,255.00	0%	
	7537	VOLUNTARY PRE-KINDERGARTEN 06/07	4123	6EC	EQUIPMENT LESS THAN \$1000	24,459.00	.00	-4,552.71	.00	.00	6,564.15	.00	2,011.44	22,447.56	8%	
	7537	VOLUNTARY PRE-KINDERGARTEN 06/07	4195	6EC	MISC SUPPLIES OR EXPENSES	10,000.00	.00	.00	.00	.00	.00	.00	.00	10,000.00	0%	
OBJECT CATEGORY 2					134,712.00	.00	-4,552.71	.00	.00	6,564.15	42,498.00	.00	44,509.44	90,202.56	33%	
*TOTAL UNIT_CD 7537					1,082,330.00	18,651.91	-18,230.20	2,429.52	148,942.94	94,353.92	132,772.33	.00	378,920.42	703,409.58	35%	

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

Cardholder (Print Name): Angela Fore

Statement for the Month of: February, 2016

Cardholder Signature: Angela M. Fore

Extension: 68901

Date	Receipt/ Invoice #	Purchase Description/ Justification	Vendor Name	Dollar Amount of Purchase	Dispute/ Credit	Accounting Line(s) To Be Charged	/
2/3/16		Disputed Charge for no show at Westin Peachtree Atlanta hotel	Westin Peachtree Atlanta	\$415.04		7006-062-7525-3420	
2/4/16		Registration for 2 staff to attend the CACFP Conference	CACFP	\$798.00		7006-062-7525-4030	
2/10/16		Registration for 13 staff to attend the Early Childhood Conference	Seminole College	\$520.00		7006-062-7525-4030	
2/16/16		Registration for 2 staff to attend the Professional Development for Admin Support Personnel Training	Florida Association for Community Action	\$350.00		7006-062-7525-4030	
2/17/16		Registration for Khadija Pirzadeh to attend Contract Administration course	Management Concepts	\$1,069.00		7006-062-7525-4030	
2/17/16		Airfare to Washington DC for Khadija Pirzadeh	American Airlines	\$490.20		7006-062-7525-3420	
2/19/16		Hotel accommodations for Ray Carmichael in Tampa	Doubletree Tampa	\$266.00		7006-062-7525-4030	
2/19/16		Hotel accommodations for Jamal Bryan in Tampa	Doubletree Tampa	\$266.00		7006-062-7525-4030	
2/19/16		Hotel accommodations for Shauna Kirby in Tampa	Doubletree Tampa	\$266.00		7006-062-7525-4030	
2/3/16		Credit for Disputed Charge for no show at Westin Peachtree Atlanta hotel	Westin Peachtree Atlanta	(415.04)		7006-062-7525-3420	

**FAMILY SERVICES DEPARTMENT
PURCHASE REPORT LOG**

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

*Cardholder Signature: 

*Statement for the Month: **FEBRUARY 2016**

*Division: **HEAD START**

* Ph. Ext. 67407

Date of Purchase	Receipt & Invoice #	Description of Purchase	Vendor's Name	Dollar Amount of Purchase	Accounting Line/s
1/29/2016	341750	REPLACE EMERGENCY FOOD.	QUANTUM DISTRIBUTORS, INC.	\$1,482.34	7406-062-7524-4135
1/27/2016	11026	REPAIR REFRIGERATOR AT TAFT	ALL TEMP	221.00	7006-062-7522-3820
2/2/2016	602021513	SPECIAL MILKS FOR CHILDREN	SYSCO	987.50	7406-062-7524-4135
2/4/2016	003016	PAYMENT FOR CCFP CONFERENCE	NATIONAL CACFP ASSOCIATION APRIL 21-APRIL 23, 2016	399.00	7006-062-7525-4030
2/4/2016	603500697389	SPECIAL DIETS FOR CHILDREN AT SOUTHWOOD, EAST ORANGE, MAXEY, TANGELO PARK,	WALMART	1.98 70.37 72.35	7406-062-7524-4130 7406-062-7524-4135
2/10/2016	700425100002 04584567	CERTIFICATE LETTER SENT TO HEAD START PARENT WITH DDOCUMENTS RELATED TO HIPPA.	POST OFFICE	8.99	7006-062-7521--3510
2/11/2016	00	ORANGE COUNTY HEAD START FATHER/DAUGHTER DANCE, " PARENT CHILD RELATIONSHIP"	WALMART	186.05	7006-062-7522-4116
2/12/2016	261085	JOHN BRIDGES AND HAL MARSTON FOR PLAYGROUND.	TRACTOR SUPPLY CO.	399.89	7006-062-7522-3810
2/12/2016	063293	SPECIAL DIETS FOR CHILD AT EAST ORANGE.	PUBLIX	12.48	7406-062-7524-4135

Complete all required entries identified by an *

**HEALTH & FAMILY SERVICES DEPARTMENT
WEEKLY PURCHASING CARD
PURCHASE REPORT LOG**

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

*Cardholder Signature: _____

Daisy Flores

*Statement for the Month: *February 2016*

*Division: **HEAD START**

* Ph. Ext. 67407

Date of Purchase	Receipt & Invoice #	Description of Purchase	Vendor's Name	Dollar Amount of Purchase	Accounting Line/s
2/19/2016	25170	FIXED ROUTE ALL DAY PASS FOR PARENTS TO TAKE CHILDREN TO THE DENTIST.	LYNX TRANSPORTATION	\$ 9.00	7006-062-7522-3197
2/22/2016	5629	CHILD NEEDS MEDICATION AT SCHOOL.	WALGREENS	84.33	7006-062-7522-4139
2/22/2016	058930	SPECIAL DIETS FOR CHILDREN.	PUBLIX	27.30	7406-062-7524-4135
2/22/2016	113628	SPECIAL DIETS FOR CHILDREN.	PUBLIX	39.92	7406-062-7524-4135
2/23/2016	53095991	EDUCATIONAL MATERIAL RELATED TO ASTHMA.	CHANNING BETE	390.00 290.00 100.00	7006-062-7525-4020 0001-062-7529-4020
2/24/2016	11320	REPAIR REFRIGERATOR AT TAFT.	ALL TEMP AIR CONDITIONING AND REFRIGERATION LLC.	426.79	7006-062-7522-3820
2/24/2016	11256	REPAIR REFRIGERATOR AT TAFT.	ALL TEMP AIR CONDITIONING AND REFRIGERATION LLC	147.00	7006-062-7522-3820
2/24/2016	696	FIXED ROUTE ALL DAY PASS FOR PARENTS TO TAKE CHILDREN TO THE DENTIST.	LYNX TRANSPORTATION	9.00	7006-062-7522-3197
2/29/2016	189	CERTIFIED LETTER	POST OFFICE	7.67	7006-062-7521--3510

Complete all required entries identified by an *

**MONTHLY PURCHASING CARD
PURCHASE REPORT**

Cardholder (Print Name): June Johnson

Statement for Month of: February-16

Cardholder Signature: June Johnson

*3/7/16
JCS*

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	2/3/2016	822261578-001	Stamps Steno Pads	Office Depot	59.37		7006 062 7521 4110	PFCE
					15.12		7006 062 7522 4110	
					74.49			
2	2/3/2016	822274288-001	Pencils/Form Holder	Office Depot	14.96		7006 062 7522 4110	CSW/PFCE
3	2/3/2016	822260440-001	Various Office Supplies Carts Various supplies Admin	Office Depot	307.81		7006 062 7522 4110	PFCE
					189.21		7006 062 7522 41 23	
					186.71		7006 062 7521 4110	
					683.73			
4	2/3/2016	822543166-001	Lightbulb	Office Depot	5.19		7006 062 7522 4115	Warehouse desklamp
5	2/3/2016	822543168-001	Wall Clock	Office Depot	21.29		7006 062 7521 41 23	Workstation
6	2/4/2016	822542675-001	Envelopes	Office Depot	82.97		7006 062 7521 4110	Policy Council
7	2/4/2016	822543168-001	Planner	Office Depot	4.00		7006 062 7521 4110	Admn Assistant
8	2/8/2016	8741969	Cooler Rental Water	Ready Refresh	14.97		7006 062 7522 3610	Tangelo Park
					10.74		7006 062 7522 3710	
					25.71			
9	2/8/2016	8741944	Water Cooler Rental Cups	Ready Refresh	21.48		7006 062 7522 3710	Denton Johnson H S
					9.98		7006 062 7522 3610	
					3.79		7006 062 7522 4115	
					35.25			
10	2/8/2016	7234115	Cooler Rental	Ready Refresh	34.93		7006 062 7522 3610	W S @ Hope
11	2/8/2016	7234057	Cooler Rental	Ready Refresh	14.97		7006 062 7522 3610	Maxey
12	2/8/2016	7234172	Cooler Rental Water	Ready Refresh	20.97		7006 062 7522 3610	SOYMCA
					6.16		7006 062 7522 3710	
					27.13			
Total this page					\$1,024.62			

Monthly Report to Head Start Policy Council

Nutrition:

MARCH 2016

Number of breakfasts served	23,704
Number of lunches served	240035
Number of snacks served	18216
Number of meals reimbursed by USDA	63,178
Number of meals disallowed for reimbursement	69
Number of children evaluated for nutritional concerns	97
Number of children receiving nutritional education and further care	16
Number of monitoring visits to ensure compliance with USDA Regulations	17
Number of monitoring visits requiring a corrective action plan	1
Number of nutritional activities conducted (ALL CLASSROOMS)	85
Types of nutritional activities conducted "Trail Mix"	

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

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

- The Medical/Dental services staff performed twenty six (26) new health status evaluations.
- Two hundred fifty-five (255) additional health update evaluations were completed.
- Two hundred twelve (212) additional immunization evaluations were completed.
- Thirty nine (39) additional blood lead tests were reviewed.
- One hundred eleven (111) dental examinations were reviewed. Of these, 66 children were diagnosed as needing treatment.
- Dental treatment verification was received for 26 children.
- Parent training was provided at eight centers. Training topics included *Health & Safety; Oral Health Updates*.
- Forty-four (44) parent contacts were initiated regarding health concerns and health screening needs.
- Four (4) Physician Medication Order Forms were reviewed with staff.
- Seventeen blood pressure screenings were completed
- Thirteen vision screenings were completed.
- Health technical assistance was given to staff on 3 occasions.
- Four health provider contacts were initiated.
- Health supplies were distributed to centers on 14 occasions.

DISABILITIES/MENTAL HEALTH REPORT

MARCH 2016

Six (6) children diagnosed with a disability by OCPS for the month of March 2016. A total of one hundred eighty-one (181) children have been diagnosed with a disability by LEA, for an eleven percent (11%) mandated compliance since school started last August 2015.

A total of one hundred seventy-three (173) children have been diagnosed with a disability by contracted providers since school started last August 2015.

Ten (10) children were referred in the month of March 2016 for mental health services. A total of one hundred fifty-five (155) children have been referred since school started last August 2015.

Thirty-five (35) children started receiving mental health services for behavior issues for the month of March 2016. A total of one hundred thirty-eight (138) children are receiving mental health services for behavior issues since school started last August 2015.

Thirty-four (34) visits to centers were completed for the month of March 2016. A total of three hundred sixteen (316) visits to centers to: provide technical assistance to staff, conduct observations, conduct health screenings, and complete monitoring visits since school started last August 2015.

Thirty-three (33) hearing screenings completed for the month of March 2016. A total of one thousand six hundred and seventy-two (1,672) hearing screenings completed since school started last August 2015.

Twenty-one (21) monitoring visits to classrooms were completed for the month of March 2016. A total of one hundred ten (110) monitoring visits were completed between October 2015 until March 2016.

Orange County Head Start

Parent Family and Community Engagement 2015-2016

Monthly Report: March 2016

- One thousand five hundred forty nine (1,549) children were enrolled in the Head Start Program for the month of March 2016.
- Five hundred Sixty (560) children are on the Waiting List 2015-2016.
- Nine (9) Attendance home visits.
- Eighty four (84) families received Crisis/Emergency Assistance.
- Thirty seven (37) parents received Educational Services.
- Six hundred thirty (630) Health Services Follow ups were done by Community Service Worker.
- Twenty three (23) families were referred for family services.
- One thousand fifty nine (1,059) were provided families services
- Twenty one (21) Parent Meetings were held this month. Four hundred seven (407) parents attended parents meetings. Forty one (41) males attended.
- Seven (7) Activities were held this month. One hundred five (105) fathers attended fatherhood initiatives.
- Twenty six (26) Parents Trainings were held this month. Three hundred fifty six (356) parents attended Parents Trainings.

Trainings:

- School Readiness and Transition
- Helping Children in School
- Women Health
- Health and Safety
- Oral Health
- Nutrition
- Dental Orientation
- Computer Literacy

ORANGE COUNTY HEAD START 2015-2016

FAMILY AND COMMUNITY ENGAGEMENT

ERSEA REPORT

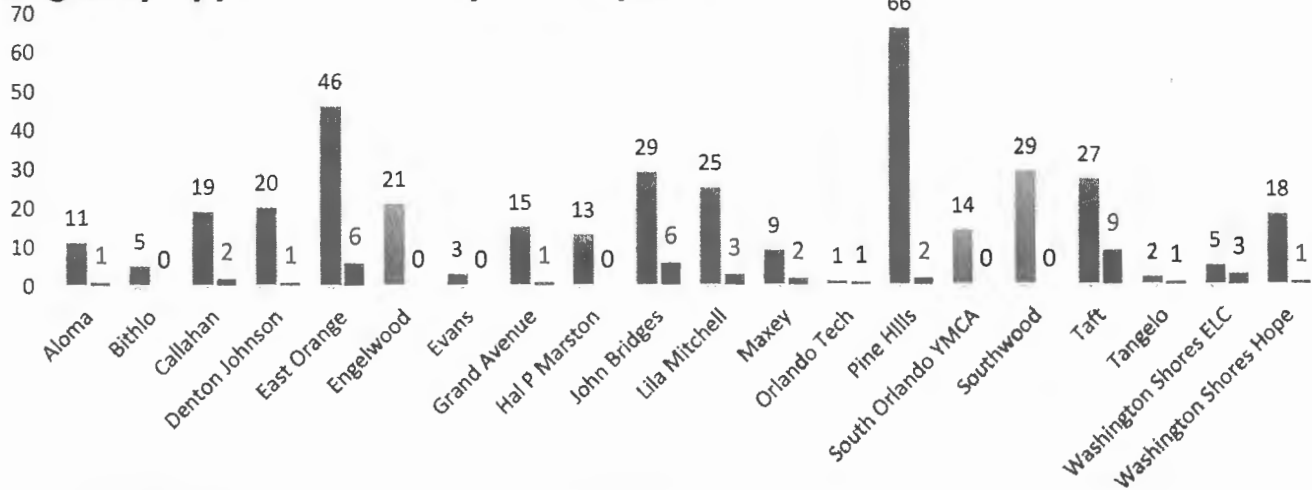
MONTH: March

YEAR: 2016

ELIGIBILITY 2015-2016

Total: 417 applications (New/ March 2015)

Eligibility Applications completed by site

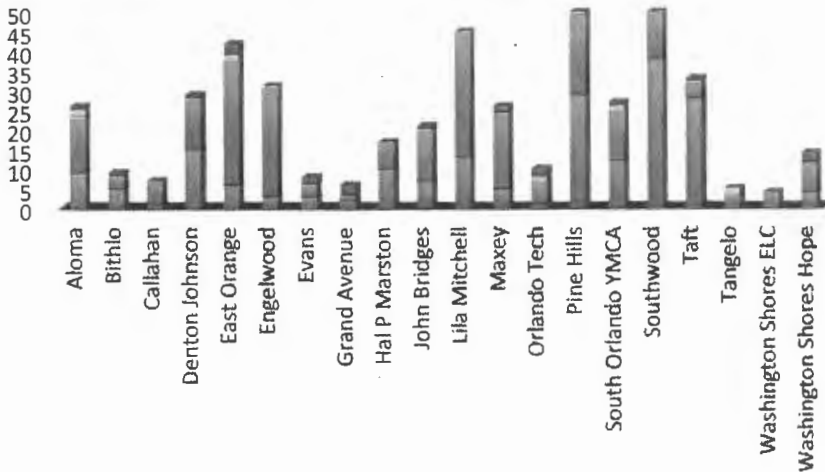


2016-2017(378 applications) 2015-2016 (39 applications)

WAITING LIST 2015-2016

Total: 570 Children (Waiting List 2015-2016 – March 31, 2016)

Waiting List By Site



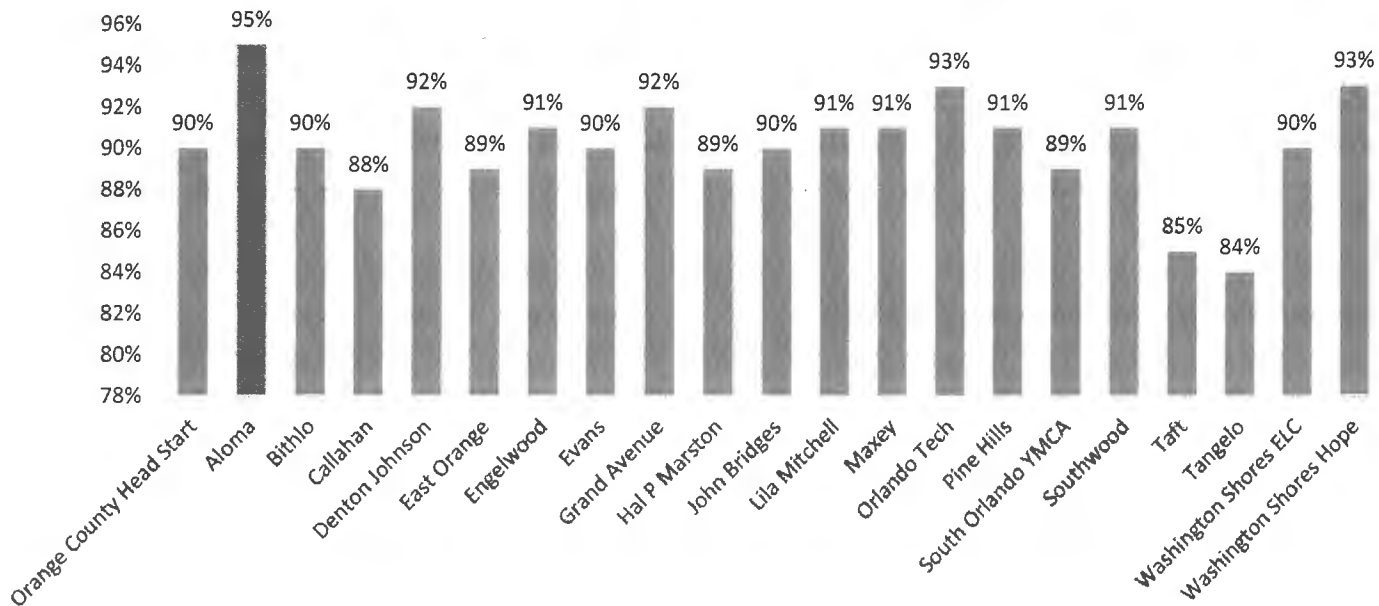
Income Status	# Children
Public Assistance	27
Foster	0
Homeless	2
Over Income	314
Eligible	227

■ Eligible ■ Over Income ■ Homeless ■ Foster ■ Public Assistance

ATTENDANCE

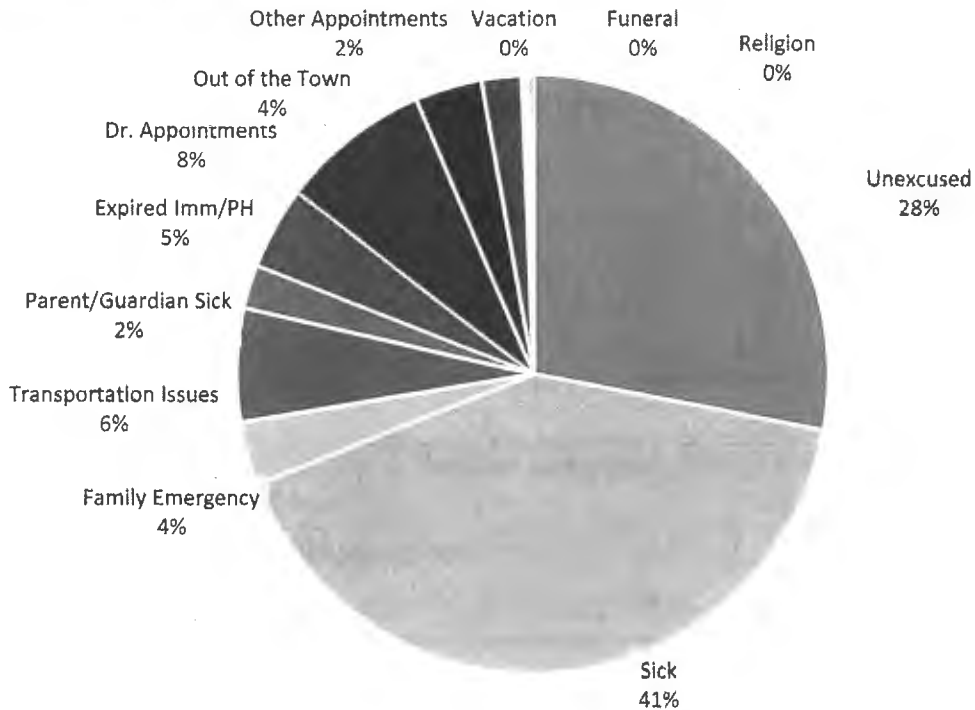
(March 31st, 2015) – 90% (17 Operating Days)

Average Daily Attendance



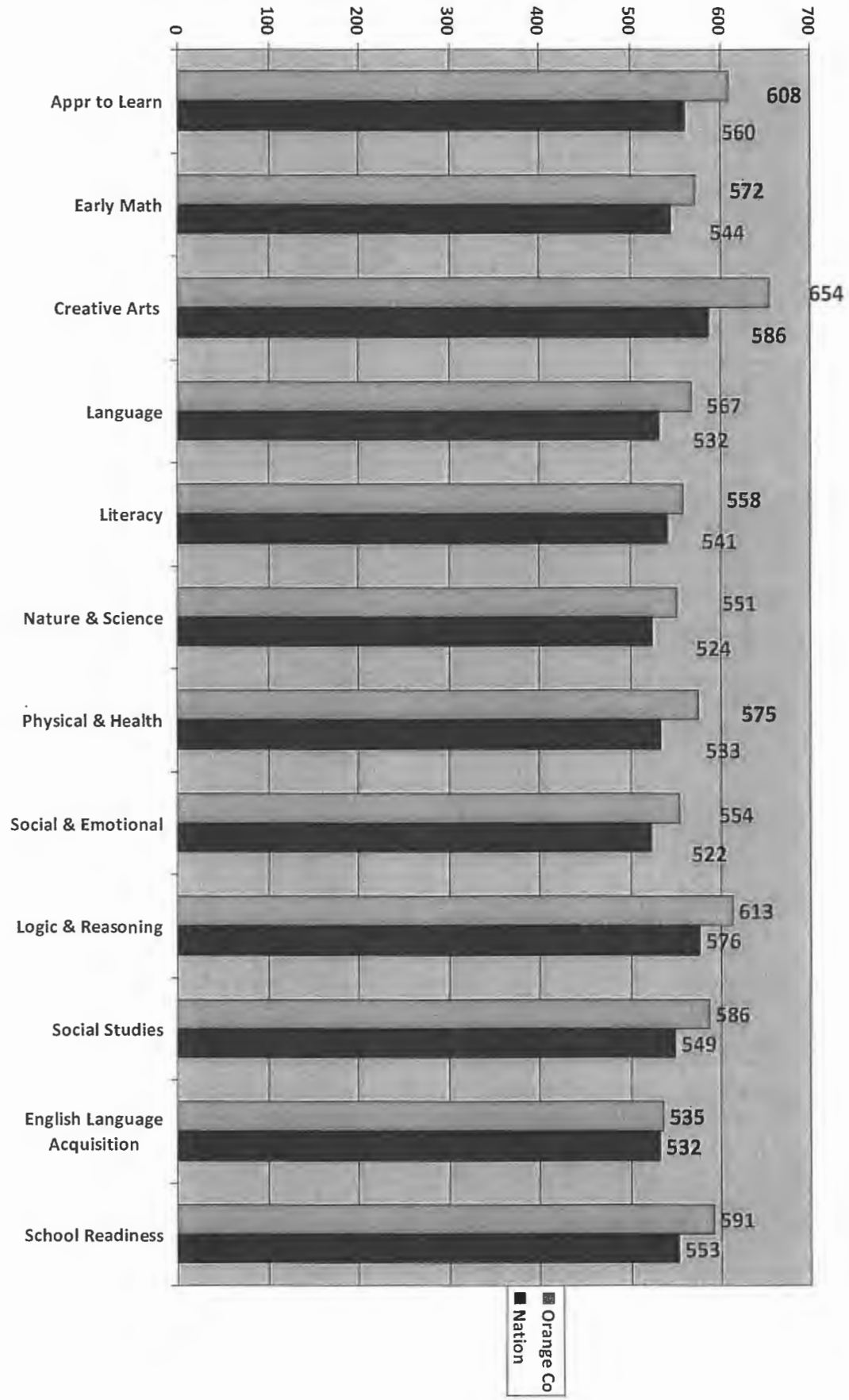
ATTENDANCE REASONS

(March 31st, 2015)- Total of absences: 2461

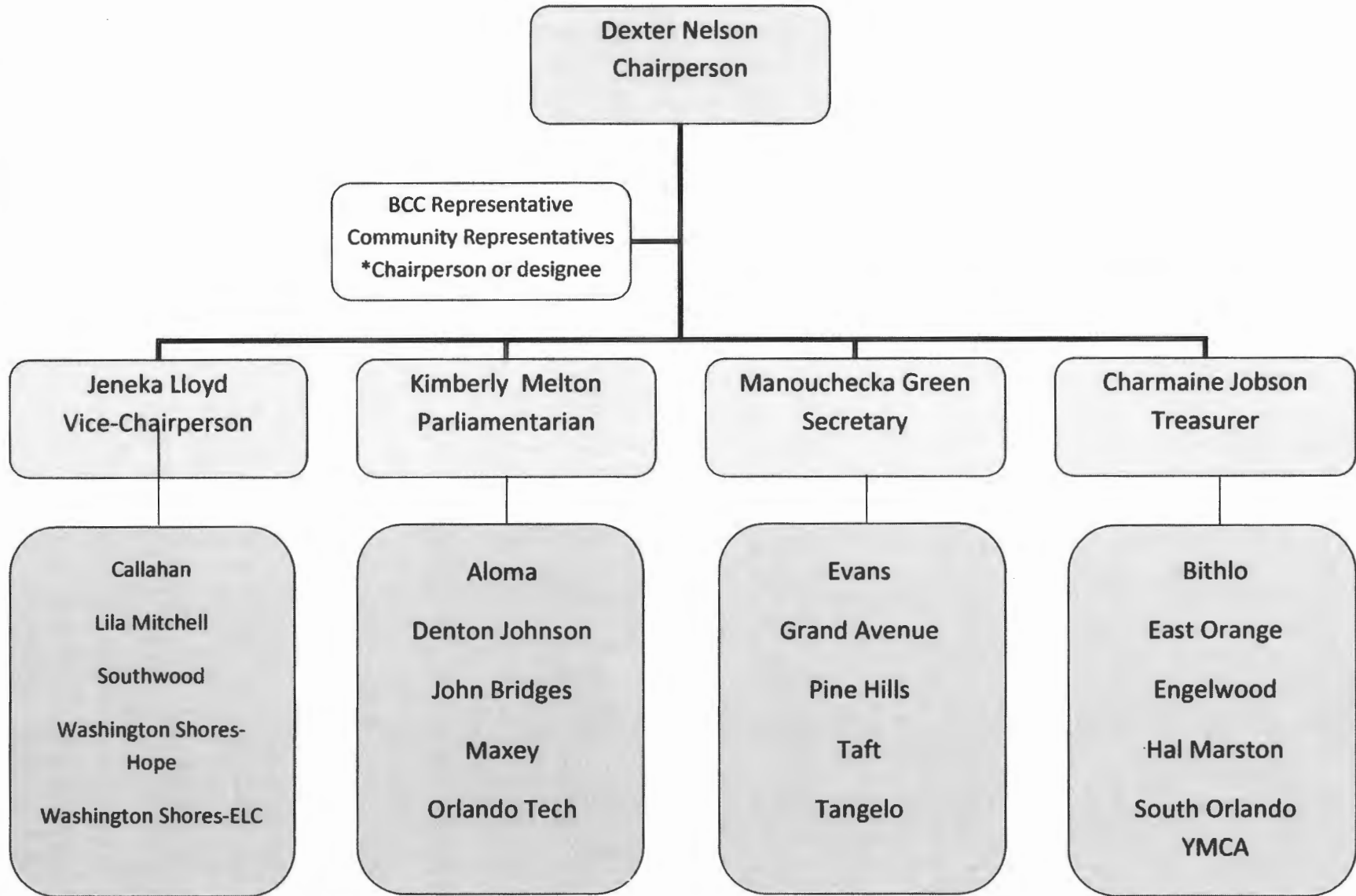




Orange County
Head Start
Education Service Area
Child Outcomes
7/27/2015-3/31/2016
4 year olds



Orange County Head Start
Policy Council – Phone Tree



FREE HIV TESTING

Finger stick RAPID HIV testing.

Get your results in 15 minutes. Bring your ID with you!

Miracle
Love 

741 W. Colonial Dr. Orlando, FL 32804 (407) 843-1760

Free HIV Testing - Monday to Friday (9:00AM to 4:30PM)

STD screening: Fridays 1PM - 4PM

GET EDUCATED! GET INVOLVED! GET YOUR FREE HIV TEST!



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**Orange County Head Start Presents:
1st Annual Women's Forum
Pampered and Empowered
How to Love and Take Care of You**



May 6, 2016

Pine Hills Community Center

6408 Jennings Rd. (Building B) Orlando FL 32818

6:00pm-8:00pm

Name:

Address:

Phone:

Site:

Child Care: Yes ___ No ___

Number of children and ages:

Please register by April 15, 2016



**Orange County Head Start Presents:
1^{er} Foro Anual para Mujeres
Consentida y Fortalecida
Cómo Amar y Cuidar de Usted**



Mayo 6, 2016

Pine Hills Community Center

6408 Jennings Rd. (Building B) Orlando FL 32818

6:00pm-8:00pm

Nombre:

Dirección:

Teléfono:

Centro:

Cuido de Niños: Sí No

Número de Niños y edades:

Favor de Registrarse antes de Abril 15, 2016



ORANGE COUNTY GOVERNMENT
 HEAD START
POLICY COUNCIL MEETING
MINUTES



1768 East Michigan Street
 Orlando, FL 32806
 March 17, 2016

Call to Order by: Dexter Nelson, Chairperson 6:43 p.m.

Roll Call by: Charmaine Jobson – Treasurer

Chairperson Nelson stated a quorum was established.

<u>Name</u>	<u>Center</u>	<u>Classification</u>
Kayla Brady	Callahan	Representative
Kimberly Melton	Denton Johnson	Parliamentarian
Charmaine Jobson	East Orange	Representative
Alexis Allen	Grand Avenue	Alternate
Janie Quiros	John Bridges	Alternate
Manouchecka Green	Pine Hills	Representative
Shannese Anderon	Pine Hills	Alternate
Kumarie Deossarran	South Orlando YMCA	Representative
Luz Martinez	Taft	Representative
Rachelle LaCarte	Washington Shores/Hope	Representative
Dexter Nelson	Community Rep	Past Parent/Chairman
Jeneka Lloyd	Community Rep	Past Parent/Vice Chair

<u>Guests</u>		
Deja Barnes	Main Office	QA Coordinator
Sherry Paramore	Main Office	Division Manager
Jamal Bryan	Main Office	Human Resources

<u>Excused</u>		
Crystal Ortiz	Engelwood	Representative
Aidaliz Picard	Engelwood	Alternate
Victoria Siplin	BCC	Commissioner
Gail Pressley	Career Source	Community Rep

<u>Absent</u>		
Leiza Ramos	Aloma	Representative
Kassandra Vega	Bithlo	Representative
Wilhere Philistin	Evans	Representative
Geisha Alvarez	Grand Avenue	Representative
Jacqueline Eugene	Hal P. Marston	Representative
Shamika Sears	John Bridges	Representative
Deborah Knighton	Lila Mitchell	Representative

Regina Brown	Maxey	Representative
China Lowe	Orlando Tech	Representative
Abigail Soriano	Southwood	Representative
Sominins Colas	Tangelo	Representative
Catherine Monaros	Aloma	Alternate
Chelsea Rivet	Bithlo	Alternate
Akia Williamson	Callahan	Alternate
Crystal Jewel	Denton Johnson	Alternate
Grisel Mercedes	East Orange	Alternate
Aidaliz Pickard	Engelwood	Alternate
Daisy Mercado	Evans	Alternate
Candace Darcuiel	Hal P. Marston	Alternate
Elizabeth Algarin	Lila Mitchell	Alternate
Ivette Ortiz Rosa	Maxey	Alternate
Quagee Gaines	Orlando Tech	Alternate
Kiarra Pugh	So Orlando YMCA	Alternate
Jackie Dorvil	Southwood	Alternate
Jeanette Diaz	Taft	Alternate
April Forney	Tangelo	Alternate
Johnnie Williams	WS/EL	Alternate
Algie Alexander	WS/ @ the Hope	Alternate
Katie Lynn Schwartz	OCPS	Community Rep
Ely Ann Ortiz	Past Parent	Community Rep
Percy Snyder	4C	Community Rep

Staff

Helen Hill	Main Office	Sr. Program Manager
Sonya Hill	Main Office	Manager
Pedro Berrios	Warehouse	Warehouse Specialist
Colette Johnson- Thomas	Main Office	Sr. CSW
Sandra Moore	Main Office	Administrative Assistant
Avis McWhite	Main Office	Sr. Program Manager
Parie Register	Main Office	LPN
Tara Ewing	WS@ the Hope	Center Supervisor
Wendy Herrera	Pine Hills	Sr. CSW
Daisy Flores	Main Office	Sr. Nutrition Coordinator
Dwayne Horne	Pine Hills	CSW
Antonio Wright	Pine Hills	CSW
Ray Carmichael	Main Office	Program Manager
Mercedes Grullon	John Bridges	Center Supervisor
Kathy Millsap	Maxey	CSW
Jamal Bryan	Main Office	Casual HR Tech
Limarys Rivera	Main Office	Education Coordinator
Xeix Colon	Main Office	Sr. CSW
Teresa Williams	Main Office	Field Ops Supervisor

Child Care Staff

Polly Boulter	WS @ the Hope	Teacher Assistant
Felecia Williams	WS @ the Hope	Teacher Assistant

Chairperson Nelson requested a motion to adopt the agenda

Motion: Rachelle LaCarte, Washington Shores @ the Hope, Representative
Seconded: Charmaine Jobson, East Orange, Treasurer
Status: The motion was carried with no objections

Secretary Report and review of minutes

There were no changes to the minutes from February 2016

Chairperson Nelson requested a motion to approve the minutes from February 2016

Motion: Kumari Deosarran, So Orlando, YMCA, Rep
Seconded: Jeneka Lloyd, Vice-Chair
Status: The motion was carried with no objections

Speakers

Deja Barnes, Quality Assurance Coordinator from Citizens' Commission for Children

Ms. Barnes distributed a flyer "Investing in Children & Families Today... Building a Brighter Tomorrow". She gave an overview of the program highlighting the three main areas;

1. Neighborhood Centers for Families – One-stop centers providing residents with a multitude of valuable services.
2. Citizens Review Panel – Coordinates the allocation and distribution of funding to nonprofit organizations that provide services and programs to Orange County citizens
3. After School Zone – Offers innovative programs to middle school students in 28 Orange County middle schools blending educational and recreational activities for youth. The flyer included the names and numbers of all 28 centers the parents can share with their centers.

Sherry Paramore, Division Manager, Community Action

Ms. Paramore gave an overview of the;

- Family Self-Sufficiency Program that assists with parents returning to school, career counseling and job training.
- LIHEAP – Assists with utility bills and deposits 2X per year.
- New to Orange County – Weatherization Assistance Program - Funds up to 7500.00 per household to replace windows, weather stripping and A/C units to help reduce energy bills.

All programs have income guidelines and can be accessed thru 7 community centers and at the Main Office. We are partners to help our parents and families become self-sufficient.

Human Resources Report by Jamal Bryan

- Mr. Bryan gave an overview of the hiring process.
- All applicants must have a level II background screening to ensure there are no charges or drug use within a one year period.
- Finger prints go through DCF to check for infractions that would prevent them from working in child care.
- The Recruitment Strategy Guide was included in the packet detailing the steps from job posting, application screening, interviews, and salary determinations.
- Ms. Sonya Hill reiterated that the hiring process includes the Policy Council’s approval/vote. The Policy Council is involved in the application selection process and has also sat in on interviews. The applicants have been thoroughly screened and meet or exceed the minimum qualifications.
- Ms. Sonya Hill answered questions about on-going training for teachers. Each teacher has a professional development plan to track and advance their knowledge. There is also on-line training and workshops throughout the school year.
- Every new hire signs an affidavit of good moral character stating they are not guilty of the infractions listed on the form.

HR Action Items

Avis McWhite, Sr. Program Manager is seeking approval to hire a qualified applicant for the position of Center Supervisor.

Daisy Flores, Sr. Nutrition Coordinator is seeking approval to hire a qualified applicant for the position of Licensed Practical Nurse.

Chairperson Nelson requested a motion to approve the HR report and hire the staff reported by Avis McWhite and Daisy Flores

Motion: Rachelle LaCarte, Washington Shores/Hope, Representative

Seconded: Jeneka Lloyd, Vice Chairperson

Status: The motion was carried with no objections

Budget Report delivered by Charmaine Jobson, Treasurer

We are at 36% of our YTD Budget due to the position vacancies.

Ray Carmichael attended the Single Audit Webinar. He also attended Fiscal training in Tampa.

- There was discussion on eliminating slots to use funds to maintain staff and include Early Head Start.
- Accountability is very important.
- The importance of the Community Assessment was stressed.

- Opening centers must be supported by the budget and the Community Assessment that showed where the real need is.
- There are In-Kind restrictions to claim only what we can use in cases where there is a very large donation.

Head Start Division Manager Report:

Some highlights were:

- The application submitted to the Health Care Institute was not accepted. We may apply at another time and we will.
- OCHS has been selected to present at the upcoming NHSA Conference in Daytona Beach.
- We have sent a letter of intent to participate in the grant process for the National Center for Families Learning (NCFL). The grant is for \$160k over three years to enhance family engagement by incorporating the NCFL's program

Status of Board of County Commissioners Vote reported by Helen Hill. The following were approved:

Head Start Policy Council Program Information and Updates January 2016

Head Start Policy Council Meeting Minutes December 17, 2015

Old Business:

- The Parent Training Institute was a big success. Helen Hill gave kudos to all who participated; parents and staff. We will be doing it again next year.

New Business:

- The Mother's Event update by Jeneka Lloyd. Flyers will be available at the centers. Registration is necessary. Child care will be available. The theme is Pampered and Empowered, Learning to Love Yourself. Speakers topics will include; Nutrition, health and beauty, banking/financial literacy. Vendors will be on site and food will be provided. The location is Pine Hills Community Center on May 6, 2016, from 6PM to 8PM. Each PC member should endeavor to recruit at least 5 women from their centers.

Additional Information:

- ADA Trophy – There is a 3-way tie between Evans, Orlando Tech, WS @ the Hope.
- Mr. Nelson pointed out that we are in the process of open enrollment so take every opportunity to spread the word about Head Start.
- Dover Shores Elementary principal is excited about getting classrooms at his school.

- Sonya Hill emphasized the importance of speaking up loud and clear for the recorder to pick up all comments. Also, consult your Policy Council binders for the correct wording to make and second motions.
- Manoucheka Green, Secretary, asked why is overtime calculated into the income on the application when that amount is not guaranteed. Sonya Hill answered that National Legislators set the income guidelines not Head Start. Hence, the importance of knowing your legislators and being an educated voter for what benefits your situation.
- Manoucheka Green, Secretary, asked about the transition ceremony at her center. It is a small site and it may be very crowded. She asked if the location can be changed for the ceremony. Reasons why we cannot is mainly transportation issues.

Public Comment

None

Chairperson Nelson requested a motion to adjourn the meeting

Motion: Kayla Brady, Callahan, Representative

Seconded: Janie Quiros, John Bridges, Alternate

Meeting Adjourned at 8:04 p.m.



Signature



Date

**NEXT POLICY COUNCIL MEETING
THURSDAY, APRIL 21, 2016
GOV- Great Oaks Village Dining Hall
1768 E. MICHIGAN STREET
ORLANDO, FL 32806
6:30 pm**