



## CONSENT AGENDA ITEMS November 2018

### **Purpose:**

The consent agenda is intended to streamline the process for approval of regular, routine issues that come before the Board of Directors, based on the assumption that they have been dealt with by the appropriate committee in a thorough fashion. Such reliance upon the work of the Board committee is provided for in the governance policies. There is a presumption that many committee actions will be placed on the consent agenda, if the leadership determines that the matter should be reviewed in detail by the full Board of Directors. The following items will be included as part of the consent agenda.

### **Note:**

*Any Board member may request that any of the following items be removed from this consent agenda and moved to the regular agenda. Also note that the Board members are expected to thoroughly review the consent agenda items and other pre-mailing materials prior to the meeting and anticipate that no verbal report will be presented.*

### **A. CEO November 2018 Report**

#### **• Progress Reports**

- Head Start/Early Head Start Monthly Attendance
- Head Start/Early Head Start Enrollment Report
- Head Start/Early Head Start Statistical Report
- Non-Federal Share (Head Start/Early Head Start)
- Child Care Facility License (Lincoln Park)
- Gold Seal Quality Care Center (ALPI Child Development & Family Services Center)
- Saint Lucie County Fire Inspections
- VPK Monitoring Reports
- Child Care Food Inspection Report
- Cluster Monthly Disability Report
- Children Services Council of St. Lucie/CAT Quarterly Report
- Community Services Block Grant/Focus Quarterly Report

#### **• Reimbursement Reports**

- VPK Reimbursement
- Florida Non-Profit Housing
- Elderly Home Energy Assistance Program Financial Status Report
- HUD Housing Counseling Report
- Sub-Recipient Enterprise Resource Application (SERA) Reports
  - ✓ Community Services Block Grant (CSBG)
  - ✓ Low Income Home Energy Assistance Program (LIHEAP)
- Emergency Solution Grant (ESG) Report
- Department of Education Disbursement Report

#### **• Other Reports**

- Advisory Councils' Reports
- Policy Council Report
- Board Annual Fundraising Report

### **B. Other Information (SEE TAB 5)**

#### **• CORRESPONDENCE**

- School Board of St. Lucie County/2<sup>nd</sup> Amendment Lease Agreement
- 2018/2019 Per Diem Rate Schedule
- Upcoming Conference/Region IV Head Start Annual Conference

#### **• BOARD & ADMINISTRATOR NEWSLETTER**

#### **• COMMITTEE REPORTING FORM**

**CHIEF EXECUTIVE OFFICER'S  
MONTHLY REPORT**



**NOVEMBER 2018**

**THE AGRICULTURAL AND LABOR PROGRAM, INC.  
CHIEF EXECUTIVE OFFICER'S  
MONTHLY REPORT  
FOR  
NOVEMBER 2018**

**A. During this period, overall program operations, administration and management challenges and opportunities included the following:**

**STRATEGIC PLAN PERFORMANCE INDICATORS**

1. Completed Senior Management & Support Staff Annual Performance Evaluations.
2. Completed 2018 COLA and Incentive Payment Plan for all employees.  
*Goal 1 - Create Additional Educational Experiences and Opportunities for Staff*  
*Goal 2 – Devise A Plan Of Upward Mobility Within The Agency*
3. Facilitated the completion and submission of the 2018-2019 HUD Housing Counseling Grant Renewal application.  
*Goal 3 – Partner With Other Entities For More Efficient Service Delivery*  
*Goal 5 - Enhance program development for and service delivery to children and families*

**BOARD/MANAGEMENT TASKS & TIMELINES**

**Facilitated the completion of the following Board Management Tasks and Professional Development Opportunities.**

- Reimbursement Reports including the DEO/LIHEAP, DEO/CSBG, CSC, Child Care Food, Non-Profit Housing, ELC/VPK, EHEAP, and DEO EA were submitted for reimbursement payment (See Board package for complete listing of reports).
- Agency Annual COLA @ 2.6% salary increase plus incentive payment allocation plan for all eligible employees.
- Facilitated the start-up of the 2018 Independent Retirement Plan Audit.
- 2018-2019 Worker's Comp Insurance Binding Documents.
- 2018-2019 Insurance Binding Documents including Cyber Liability Coverage.

**B. Efforts continued to establish and maintain meaningful working relationships between the CEO's office, program staff, clients, other organizations and funding sources, included the following:**

**STRATEGIC PLAN PERFORMANCE INDICATORS**

*Goal 3 - Partner With Other Entities For More Efficient Service Delivery - None*

**C. Other significant program accomplishments during this reporting period included the following:**

**PERFORMANCE INDICATOR(S)**

1. Department of HUD Renewal Funding Opportunity.
2. Early Head Start Program Expansion Funding Opportunity.
3. 2018 Child Care Food Application Renewal approval.
4. CSBG/LIHEAP Program Monitoring No Findings.

*Please review the attached Management Reports for additional program services delivery activities.*



**D. Concerns under review during this reporting period included the following:**

- Employee 2018 COLA and Incentive Payment Allocation Plan
- Employee Annual Retirement Account Deposits
- IT Network Upgrade
- 2018 Senior Management & Support Staff Performance Evaluations
- ALPI Board Memebreship Vacancies
- Pending HS Client Litigation
- 2018 Retirement Independent Audit
- HUD Housing Counseling 2018 Grant Renewal
- Head Start/Early Head Start Expansion Funding opportunity
- 2017-2018 Strategic Plan Report
- Worker's Comp Insurance Renewal Proposal Review
- CSBG Computer Tracking and Reporting System upgrade
- ALPI Website upgrade
- ALPI 2018 Insurance Binding Documents
- CSBG/LIHEAP/WAP Program Monitoring
- Garden City Facility Lease Admendment

**E. FUTURE MEETINGS/CONFERENCES**

## DECEMBER

3 - 7	Sick Leave
18	Senior Management Staff Meeting
24 - 25	Christmas Holiday
31	Retirement Day





## THE AGRICULTURAL AND LABOR PROGRAM, INC. MANAGEMENT REPORTS NOVEMBER 2018

### DEPARTMENTS ACTIVITIES SUMMARY

Outline below is a summary from ALPI's Department Directors of major activities (i.e. Partnerships, Community Involvement, Advocacy, Public Relations, Funding Sources, etc.) participated in through the month of October 2018.

## CHILDREN AND FAMILY SERVICES DIVISION

### DIVISION ACTIVITIES SUMMARY

(Eg, Partnerships, Community Involvement, Advocacy, Public Relations, Funding Sources,)

Participated in the Senior Meeting of the CEO October 9, 2018 discussion items included:

- The ALPI current contracts
- Deputy Directors' and Directors' Monthly Calendars
- Passwords (Spread Sheet attached)
- Internal Monitoring Tools
- SHARE Drive Information
- Active Shooter Training Scheduling

Meeting/Discussion with Child Development & Family Services Division Directors & Lead Team on October 11, 2018 items discussed are as follows:

- CCFP (Required monthly invoices)
- CDC (maintenance, painting FD, GWT)
- HR (review of positions, before it is submitted to Policy Council)
- Invoices (need to be submitted when received, "not a month or two after)
- PCN (start dates, transfers, status change, new hires)
- In-kind (new tracking format)"
- Policy Council Orientation
- Provider (update, participation, contract compliance)
- Training (training calendar, evaluation forms)
- Annual Report 17-18 (Division Report-Team review for accuracy)
- Emails correspondence (appropriateness)
- Directives (following instructions as given)
- Monitoring/Contracts (Learning Tree Academy, Jumpstart)
- PROMIS Training Update (other needed training)
- Site visits/staff support
- Training/Professional Development (MEGA Training who's going)
- Travel (must be submitted on time, Map Quest required for mileage)
- Updates (Polk, St. Lucie, Education, Family Services)

#### Child Care Food Program CCFP

- Developed Bid package and posted Bid for upcoming year
- New Claiming deadlines

#### Early Childhood Development and Education Services

- Participated in Policy Council Parent orientation. Training was conducted by Mable Jones from the Jones Connection on policies and rules and regulations for newly policy council members.
- Distributed Creative Curriculum kits to centers for each classroom. Noticed that (3) pre-k and (5) more infant/toddler kits are needed to ensure all classrooms have a kit. Information was shared with both program operations directors.

- Completed and passed both portions of the toddler class assessment scoring system test to become recertified as a trainer and observer.
- Conducted fall toddler classroom observations at George W. Truitt center. Conducted observations on all toddler classrooms using the toddler class assessment tool. Caregivers received immediate feedback and will be assigned a mentor-coach if scored in the area of need.
- Conducted fall toddler classroom observations at Frostproof CDC. Conducted observations on all toddler classrooms using the toddler class assessment tool. Caregivers received immediate feedback and will be assigned a mentor-coach if scored in the area of need.
- Conducted fall pre-k classroom observations at the St. Lucie CDC's. Conducted observations on all pre-k classrooms using the preschool class assessment tool. Teaching teams received immediate feedback and will be assigned a mentor-coach if scored in the area of need.
- Participated in the Lead Team meeting. Topics discussed were annual report, and department updates.
- Participated in Active Shooter training with Deputy Todd Hogan. The training was very informative and gave insight on what should happen in the case of an active shooter.
- Participated in the Head Start Awareness event. Assisted with preparation of placing vendors and centers in assigned places, serving food to the community and organizing the head start parade.
- Conducted fall pre-k classroom observations at Queen Townsend center. Conducted observations on all pre-k classrooms using the preschool class assessment tool. Teaching teams received immediate feedback and will be assigned a mentor-coach if scored in the area of need.
- Conducted fall pre-k classroom observations at Jumpstart center. Conducted observations on all pre-k classrooms using the toddler class assessment tool. Caregivers received immediate feedback and will be assigned a mentor-coach if scored in the area of need.
- Facilitated the first annual committee meeting. Topics discussed were logistics of the 2019 annual meeting, potential presenters, the staff gala and staff trinkets. It was requested to give updates prior to November 13<sup>th</sup> senior management meeting.
- Participated in Head Start awareness event at Frostproof CDC. Joined the panel to discuss Head Start regulations and what the program was all about.
- Participated in Quality Assurance monitoring. Assigned centers were Lincoln Park, George W. Truitt, Jumpstart and Frostproof. The team utilized the Quality Assurance monitoring tool to look for evidence of compliance based on agency policies and procedures and head start performance standards regulations.

#### **Family and Community Partnership and Family Engagement**

- Attended the Policy Council Orientation and assisted with meal preparation/babysitting, etc.
- Visited the Queen Townsend Center and encountered an irate parent onsite and assisted the staff with dealing with the parent and following reporting procedures.
- Participated in the Lead Team Meeting with the Deputy Director and discussed the agency Annual Report, staff training and protocols.
- Attended and participated in the annual Head Start Awareness activity in St. Lucie County. Participated in the parade with the City Mayor who was invited to participate. Assisted with the activities for the day. Also participated in the In-Service training with the St. Lucie County Sherriff's office for Active Shooter.
- Visited the Child Development Center to provide technical support and review a few the family services staff cum files.
- Participated in the Management Planning Meeting and Service Area Meeting to discuss Quality Assurance Monitoring, center updates, policies and procedures and enrollments.
- Worked with the Family Services Staff on recruitment strategies and make a selection for the vacant slots based on the selection criteria.
- Participate in FPCDC Head Start Awareness activity and sit on a panel discussion where the parents had the opportunity to ask questions. Also assisted with their activities.
- Participated in the Quality Assurance Monitoring and visited the Garden Terrace and Francina Duval Centers and conducted file reviews and classroom monitoring. Served as the team leader and met with the Center Managers for all immediate concerns.
- Participated in the Quality Assurance Monitoring in Frostproof and conducted file reviews and monitored classroom activities.
- Monitored the attendance in the PROMIS system during the month. Maintained the enrollment for the month of October and reported to the Office of Head Start.

#### **Human Resources**

CDFSD continues to work closely with Human Resources to fill vacancies.



**Facilities Updates for the Month of October**

All routine maintenance and daily check list were completed for the month of October.

**Monitoring during the Month of October**

All Sites were monitored during the month of October for compliance.

**Fiscal**

None

**IT Support Services**

None

**Division Deficiencies if applicable:**

None

**Proposed Strategy to Correct Deficiency/ (ies)**

N/A

**Special Accomplishments:****Special Projects:**

None

**Critical Concerns/Challenges:**

A team discussion has been hiring and retaining teaching staff, and recruitment process.

**UPCOMING EVENTS**

- Directors/Lead Team Meeting November 8, 2018
- Veterans Day Centers closed November 12, 2018
- Senior Meeting November 13, 2018
- Policy Council Meeting November 14, 2018
- Board Retreat November 16-18
- Centers closed November 22-23, 2018

## **HEAD START/EHS – St. Lucie**

**Program Design and Management, Facilities, Materials, and Equipment**

- **Planning/Communication/Internal Reporting:**

- ✓ Coordinated and assisted with the facilitation of the annual Program Governance Orientation/Training held on October 1-2, 2018. The Orientation/Training was conducted by Mable Jones, The Jones Connection. There were several topics that were covered to include but not limited to:
  - Head Start Performance Standards Program Governance
  - Policy Council Structure
  - Agency Umbrella
  - Parent Committees
  - Policy Council Responsibilities
  - Parent Volunteers
  - Election of the Policy Council Officers i.e., Chairperson, Vice-Chairperson, Secretary, Treasure, and Board Representative
- ✓ Coordinated and assisted with the facilitation of the first Policy Council Meeting that was held on October 3, 2018. The Policy Council action/approval items included but were not limited to the Human Resources Listing of new hires and terminations.
- ✓ Participated in the monthly Early Learning Coalition of St. Lucie County Board of Directors meeting on October 3, 2018. The items for discussion included: financial reports, state database system update for School Readiness and VPK services, etc.
- ✓ Coordinated and facilitated the Annual Head Start Awareness Celebration held on October 15, 2018 in the grounds of the ALPI Queen Townsend Head Start Center II located at 2202 Avenue Q, Fort Pierce, Florida. Approximately over 300 families and their children attended the event. The community partners also embraced the event by being present and providing information to families. The community partners included but were



not limited to: Sherriff's Department, City of Fort Pierce Mayor, PNC Mobile Learning Adventure Unit, A+Therapy Pro, Zumba Instructor, etc.

- ✓ Submitted a written report for the monthly Senior Directors Meeting on October 9, 2018. Items for discussion included but were not limited to: ALPI's current contracts, Active Shooter Training Scheduling, Annual Meeting Planning, etc.
- ✓ Coordinated and facilitated the Management Staff meeting on October 22, 2018 to discuss the following items:
  - Administrative updates
  - 2018-2019 Enrollment
  - VPK Enrollment
  - Curriculum Implementation and Training
  - Food Services Reports
  - Staffing Patterns
  - Head Start Awareness
  - Classroom Furniture and Materials
  - CLASS Observations
  - 45/90 Day Screenings
- **Community Relations/Collaborations:**
  - ✓ Early Learning Coalition of St. Lucie County
  - ✓ St. Lucie County Public Schools
  - ✓ HAND's Dental Clinic of St. Lucie County
- **Human Resources:**

During this reporting period, we conducted interviews for teachers, teacher assistants, and caregivers. New staff was provided with an orientation/training prior to beginning on their specific role.
- **Computer Assisted Tutorial Program (CAT):**
  - ✓ The Computer Assisted Tutorial Program (CAT) completed the final 4<sup>th</sup> Quarterly Report for the 2017-2018 program year. The report was completed with the assistance of a representative from the Children's Services Council of St. Lucie County since this last report format includes regular year funding and summer funding. The report was submitted on October 15, 2018.
  - ✓ The Computer Assisted Tutorial Program (CAT) has served sixty (60) students year-to-date.
- **Program Governance:**

Coordinated and participated in the first Policy Council meeting held on October 3, 2018. Fourteen (14) Policy Council members were present. Items for discussion included: Human Resources Listing, Monthly Program Progress Reports, etc.

**GOAL 1: Create additional educational experiences and opportunities for staff – Objective 1.1-1.5.**

- ✓ All St. Lucie County staff participated in the Active Shooter Training/Presentation on October 15, 2018. Deputy Todd Hogan from the St. Lucie County Sheriff's Department facilitated the training. Staff received 1.5 training hours.
- ✓ Child Development Services Managers/Coordinators, Teachers and Teacher Assistants participated in the Developmental Disabilities - Incorporating IEP/IFSP in Daily Lesson Plans training on October 26, 2018. A+ Therapy Pros facilitated the training. Staff received 2 training hours.
- ✓ Office Supervisor and Administrative Assistants participated in the PROMIS training on October 26, 2018. Health Services Manager facilitated the training. Staff received 2 training hours.
- ✓ Family Services Workers participated in the FPA Overview/Disabilities Referral Process training on October 26, 2018. Family Support Services Coordinators facilitated the training. Staff received 2 training hours.
- ✓ Bus Drivers and Bus Monitors participated in the Vehicle Operation training on October 26, 2018. Transportation Coordinator facilitated the training. Staff received 2 training hours.
- ✓ All St. Lucie County staff participated in the Active Supervision training on October 26, 2018. Health Services facilitated the training. Staff received 1.5 training hours.

- **Facilities:**
  - ✓ Facilities Specialist worked closely with the Maintenance Staff as well as the Child Development Services Managers in maintaining all facilities/offices clean and free of debris; in order to maintain a healthy and safe environment for the children, families and staff.
  - ✓ Facilities Specialist completed several projects generated by Work Requests such as: repairing toilets and replacing an electric ballast and light bulbs, etc.
  - ✓ Facilities Specialist coordinated with Fire Equipment to conduct the Annual Fire Extinguishers Inspections/Recertification's at all the St. Lucie County Head Start/Early Head Start centers on October 10, 2018.
  - ✓ Facilities Specialist coordinated with Grimes Heating and Air Conditioning and ARS Rescue Rooter to obtain proposals to replace air conditioning units at the St. Lucie County Head Start/Early Head Start centers and to install three units in the vacant classrooms at Child Development and Family Services Center.
  - ✓ Received the Child Care Facility Certificate of License renewal from the Department of Children and Families for the Lincoln Park Head Start Center.
  - ✓ Received the Gold Seal Quality Care Program renewals from the Department of Children and Families Office of Child Care Regulation for the George W. Truitt and Child Development and Families Services Centers.
- **Health and Safety:**
  - ✓ The Facilities Specialist as part of the weekly/monthly site visits/informal monitoring to all centers continues to ensure that all centers have the necessary cleaning supplies to perform daily sanitation activities as per the Daily Facility Checklist.
  - ✓ The Facility Specialist distributed cleaning supplies to all the centers; supplies included: Garbage Bags, Paper Towels, Rinse Free, Bleach, Teachers Cleaning Towels, Cleaning Cloths, Toilet Paper, Disinfectant Spray, Kleenex, Gloves, Soap, Shoe Covers and other items as needed.
- **Monitoring:**
  - ✓ The Early Learning Coalition of St. Lucie County monitored the Francina Duval, Garden Terrace and Queen Townsend Head Start Center II. The centers were found in 100% compliance.
  - ✓ The St. Lucie County Fire Marshal's conducted the required Annual Fire Inspections at the Garden Terrace and Queen Townsend Head Start Center II. No violations were noted.
  - ✓ The St. Lucie County School Board conducted the required Annual Fire Inspections at the Child Development and Family Services Center and Queen Townsend Head Start Center II. No violations were noted.
- **Fiscal:**
  - ✓ The program generated non-federal (In-Kind) during this reporting period from activities such as: Parents Volunteering, Professionals, and Donations from all the St. Lucie County Head Start/Early Head Start Centers.
  - ✓ Processed fiscal related activities such as requisitions, purchase orders, invoices, and payroll.
  - ✓ Based on the new funding for program improvement, we continued working with vendors regarding the projects that were funded such as: A/C unit replacements, playground replacements, building security, etc. The vendors included but were not limited to: Kaplan, Playmore Recreational Products and Services, Gametime, Grimes, Seacoast, ARS, etc.
  - ✓ Conducted research and provided an update on opportunities including: Early Head Start Expansion, EHS-Child Care Partnership Expansion as well as the Early Head Start Grantee for the City of Hobe Sound, Florida.
  - ✓ Worked on the draft Policy Council Monthly Financial Report format and submitted the draft for review and approval. Approval was received to move forward with the format for the 2018-2019 fiscal year.
  - ✓ Submitted all pertaining end of the year fiscal transactions in order to close the program year for the Computer Assisted Tutorial Program (CAT) ending on September 30, 2018.
- **IT Support Services:**

Continued to work closely with the agency's IT support staff in all IT related concerns and/or problems.
- **Family and Community Partnerships:**
  - ✓ Family Support Services Coordinators continued to complete intake applications, verify applications, place families on the Head Start/Early Head Start waitlist and complete enrollment applications. Information was also provided to families about services provided in the local community.
  - ✓ Family Support Services Coordinators continued to provide technical assistance to the Child Development Services Managers and the Family Services Workers with the verification of Intakes and any issues or concerns



with PROMIS or the enrollment process.

- ✓ Family Support Services Coordinators attended and participated in the Head Start Awareness Celebration Event on October 15, 2018. Family Support Services Coordinators assisted with registration, greeted and assisted parents and guests. The Family Support Services Coordinators also used this event as a recruitment opportunity.
- ✓ Family Support Services Coordinators facilitated the FPA Overview/Disabilities Referral Process training on October 26, 2018 to the Family Services Workers.
- ✓ Funded enrollment for the month of October for St. Lucie County consisted of 755. The breakdown included: 691 preschool children; 56 infants/toddlers; and 8 pregnant women for a total of 755. There were twelve (12) drops in the Head Start Program and two (2) drop in the Early Head Start Program. There were seven (7) new enrollments and one (1) re-enrollment in the Head Start Program and one (1) transfer.

- **Early Childhood and Health Services:**

- ✓ The Parent-Child Engagement to Promote School Readiness Folders (PCEPSR) for October was provided. An activities packet was created based on the Head Start Child Development and Early Learning Framework (3-5 year olds) and the Florida Early Learning and Developmental Standards for Four Year Olds. The activities encourage parents/guardians to work with their children for 10-15 minutes each day through hands-on learning experiences that require minimal materials. A literacy activity along with a reading log is included to promote literacy growth in the home. Items included in the folders were as follows:
  - Nightly Reading Record
  - Calendars
  - Various Games
  - Sight Words
- ✓ The Education Team to include the Early Childhood Development and Education Services Manager, the Early Childhood Education Coordinator, and the Health Services Manager met on October 8, 2018. The Education Team primarily focused on strategies for giving feedback following class observations.
- ✓ Early Childhood Education Coordinator conducted a Mentoring/Coaching Support Observation at the George W. Truitt Family Service Center on October 10, 2018. The purpose of the observation was to monitor routines and transitions. After the observation was completed feedback and a plan of action was provided to the Teacher and Teacher Assistant. The Child Development Services Manager was also given a copy to put in the teachers file.
- ✓ Early Childhood Education Coordinator conducted CLASS Observations at the following centers: Child Development and Family Services Center, Francina Duval, Garden Terrace, George W. Truitt Family Services Center, Lincoln Park, Queen Townsend Head Start Center II and Learning Tree Academy. The purpose of the observations was to use the CLASS Monitoring Tool to assess teacher-child interactions and environments that supports the children's development and learning. After observations were conducted feedback was provided to the Teachers and Teacher Assistants.
- ✓ Health Services Manager facilitated dental services for children from the Garden Terrace Head Start Center on October 5, 2018 through a special project from the HANDS Dental Program. The first phase of the project was completed for children that qualified for pre-cavity services by the HANDS Dental Clinic. The project also includes providing sealants to prevent the onset of cavities.
- ✓ Health Services Manager facilitated dental services for children from Francina Duval, Lincoln Park, Queen Townsend Head Start Center II and the Learning Tree Academy on October 17, 2018 at the Indian River State College. Five Dental Instructors and Dental Assistants provided the services. A total of 109 dental exams were completed.
- ✓ Health Services Manager facilitated dental services for children from Garden Terrace and George W. Truitt Family Services Center (Early Head Start) on October 22, 2018 with Dr. Dermody in Port St. Lucie, Florida. A total of 82 dental exams were completed.
- ✓ Health Services Manager facilitated dental services for children from the Queen Townsend Head Start Center II on October 23-25, 2018 with HANDS Dental Program through a special project.
- ✓ Health Services Manager facilitated the PROMIS training to the Office Supervisor and Administrative Assistants on October 26, 2018.
- ✓ Health Services Manager facilitated the Active Supervision training to all staff on October 26, 2018.
- ✓ Health Services Manager continued to follow-up on health concerns by submitting Health Summary information forms to physicians for additional follow-up and completing health alerts.
- ✓ Mental Health and Disabilities Specialist completed and submitted four (4) referrals, coordinated four (4) evaluations, and attended two (2) eligibility staffings with Early Steps/Florida Diagnostic Learning Resources System (FDLRS) for children that were referred for services and Individual Education Plan's were developed.



- ✓ Mental Health and Disabilities Specialist participated in the Planning Meeting on October 23, 2018 with the Interim Chief Executive Officer and the Operations and Quality Control Director to discuss the annual meeting activities.
- ✓ Mental Health and Disabilities Specialist participated in My Peer Orientation Webinar on October 25, 2018. MyPeers is a social network and community of practice forum for Early Childhood programs, staff and partners who are affiliated with Head Start. MyPeers is a virtual space for exchanging ideas, resources, and lending support to Early Childhood folks around the nation.
- ✓ As of October the following table represents the total number of children that have been determined as children with disabilities:

<b>FUNDED ENROLLMENT</b>		HEAD START		691	
		EARLY HEAD START (St. Lucie 64)		64	
Total 10%= 75 children					
1	Health Impairments	0	13	How many age 0?	0
2	Emotional/Behavior Disorders	0	14	How many age 1?	0
3	Speech/Language Impairments	46	15	How many age 2?	0
4	Mental Retardation	0	16	How many age 3?	16
5	Hearing Impairments/Deafness	0	17	How many age 4?	32
6	Orthopedic Impairments	0	18	How many age 5?	0
7	Visual Impairments/Blind	0	19	How many over income?	0
8	Learning Disabilities	0	20	How many pre-diagnosed?	31
9	Autism	0	21	How many dropped to date?	0
10	Traumatic Brain Injury	0	22	How many IEP's/IFSP current	48
11	Other Impairments	2	23	How many evaluated and found not eligible?	0
12	Total With Disabilities	48	24	How many suspected?	18

• **TRANSPORTATION:**

- ✓ Transportation services were provided to 127 children to and from the centers for the month of October.
- ✓ Transportation Coordinator assisted with having repairs that included but were not limited to the following: transmission serviced and rear air conditioning unit replaced on Bus 6.
- ✓ Transportation Coordinator facilitated the Vehicle Operation training: i.e., Transportation Operational Procedures, Child Boarding and Exiting, Use of Safety Equipment, Fixed Routes, and Handling Emergencies including Evacuation Procedures on October 26, 2018 participants included the Bus Drivers and Bus Monitors.

**DEFICIENT AREA(S):**

None

**PROPOSED STRATEGY TO CORRECT DEFICIENCY (IES):**

None

**SPECIAL ACCOMPLISHMENTS:**

None

**BOARD RELATED ACTIVITIES:**

None

**CRITICAL CONCERNS / CHALLENGES:**

None

**WORKSHOPS / TRAINING / CONFERENCES, ETC.:**

None

**UPCOMING EVENTS:**

- Early Learning Coalition Board Meeting – November 7, 2018
- Lead Team Meeting – November 8, 2018
- Dental Coalition Meeting – November 9, 2018
- Senior Management Meeting – November 13, 2018
- Pregnant Mom Meeting/Training (Labor/Delivery and Postpartum Recovery) – November 14, 2018
- Policy Council Meeting – November 14, 2018
- Board of Directors Annual Retreat, Orlando, Florida – November 16-18, 2018
- Program Directors' Meeting – November 26, 2018
- Management Planning Meeting – November 26, 2018
- Service Area Staff Meeting – November 26, 2018

## HEAD START/EHS – Polk County

**Planning/Communication/Internal Reporting/ Governance:**

- Participated in the Senior Meeting of the CEO October 9, 2018 discussion items included:
  - The ALPI current contracts
  - Deputy Directors' and Directors' Monthly Calendars
  - Passwords (Spread Sheet attached)
  - Internal Monitoring Tools
  - SHARE Drive Information
  - Active Shooter Training Scheduling
- Frostproof Child Development has 52 children (2) Pregnant Moms (2) drops (2) pending apps.
- Jumpstart 16 enrolled (2) pregnant moms (2) drops (2) pending applications
- Frostproof Child Development ADA 87%; JumpStart ADA 83%
- Polk County attendance for the Month of October was at 86% family services is monitoring attendance per family and contacting parents regarding absenteeism; and the importance of having children in school daily.
- Polk County has 16 children enrolled in its School Readiness & 16 in School Readiness 84 children total
- Polk County had pre-service training for staff October 15, 2018
  - FY2019 Expectations
  - C.L.A.S.S. what to expect
  - Home Visits: 1304.21 (Role Play)
  - Schedules: Policy 1304.21 (Role Play)
- Fire Drill was conducted October 24, 2018
- Emergency Preparedness Drill was conducted Oct. 24, 2018
- 90 day health screenings are underway; currently all physicals and immunizations are up to date
- Center Manager conducted individual meetings with caregivers to provide ongoing feedback and assess their needs.
- Polk County is awaiting estimates on repairing fence due to Hurricane Irma and sidewalk and parking lot.
- We Grow Together Q-CCIIT Study by ACF by Mathematica Policy Research has reached out to see if we're interested in participating in another study; we are getting all the details prior to committing due to demands of CLASS, Pay for Performance Project and TSG requirements.
- Participated in the Child Development & Family Services Division meeting facilitated by Deputy Director on October 11 2018 items discussed are as follows:

- CCFP (Required monthly invoices)
  - CDC (maintenance, painting FD, GWT)
  - HR (review of positions, before it is submitted to Policy Council)
  - Invoices (need to be submitted when received)
  - PCN (start dates, transfers, status change, new hires)
  - Policy Council Orientation
  - Provider (update, participation, contract compliance)
  - Training (training calendar, evaluation forms)
  - Annual Report (Reviewed Division Report)
- **Facilitated Program Directors Management meeting October 25, 2018 discussion topics included:**
    - Standards of Conduct ALPI Policy 265
    - FY2019 Monitoring protocols overview
    - Travel Authorizations include with monthly reports
    - Internal Monitoring in October
    - Head Start Awareness Agenda items
    - Staffing/Scheduling Updates
    - PROMIS/Technology Updates
      - Annual PFP Training opportunities
      - [www.alison.org](http://www.alison.org) (free trainings online)
      - ELC Trainings \$15.00
      - MEGA
      - Region IV
- **Parent Meeting October 12, 2018 the following actions/discussion items listed below:**
    - Attendance Policy
    - Sick Policy
    - Attendance/Volunteering
    - Head Start Awareness & Fall Festival
- **Statistical Report Moth of October**  
Polk County Statistical report is attached, we have 2 pending and (1) child with IFSP
- **Human Resources**  
Polk has hired one substitute caregiver the month of October with 2 additional openings the Operations Director is working with Human Resources and CSBG to assist with filling these vacancies.
- **Facilities Updates for the Month of October**
    - All routine maintenance and daily check list were completed for the month of October
    - Health & Safety Screener completed in October
    - Physical environment Inspection completed October 17, 2018
    - Health Services Manager participated in Emergency Preparedness Training through ELC of Polk
- **Monitoring during the Month of October**
    - Winter Haven Behavioral Health completed initial visits October 24, 2018 at JumpStart
    - Winter Haven Behavioral Health completed initial visits October 29, 2018 at FCDC
    - CLASS observations were done the month of October
- **Fiscal**
    - All invoices have been submitted for the month of October to finance
    - FCDC generated over \$4,426.79 in childcare fees for the month of October;
    - VPK and SR dollars for September \$8,825.56;
    - FCDC generated \$13801.28 in in-kind contributions; JumpStart in-kind donations & volunteer \$4,863.68



- **IT Support Services**  
Polk County submitted no IT request for October
- **Family and Community Partnerships**
  - CSBG provided training at our October parent meeting
  - Head Start Awareness & Fall Festival was a huge success that provided opportunities for us to educate our parents and engage our children in fun educational activities.
  - Hispanic Food Festival by the Parent Committee was well attended with lots of delicious foods
  - Polk County had (1) parent to get their HS Diploma; (1) Parent started a new job; (1) started GED classes; 15 parents were referred CSBG for training.
- **Nurturing Fatherhood Program**  
Next meeting November 9, 2018 & December 13, 2018
- **Early Childhood & Health Services**
  - Educational supplies have been distributed to the classroom
  - ECEC provided mentoring and training to new team members
  - Health Services Manager participated in the quarterly monitoring's
  - Winter Haven Behavioral Health conducted classroom observations at JumpStart and FCDC

**Program Deficiencies if applicable:**

**Proposed Strategy to Correct Deficiency/(ies)**

**Special Accomplishments:**

Polk County had (1) parent to get their HS Diploma; (1) Parent started a new job; (1) started GED classes; 15 parents were referred CSBG for training.

**Special Projects: N/A**

**Critical Concerns/Challenges:**

- n/a

**UPCOMING EVENTS**

- Policy Council Orientation November 9, 2018
- Centers closed November 12, 2018
- Senior Meeting November 13, 2018
- Policy Council Meeting November 17, 2018
- Centers closed November 22-23, 2018

## COMMUNITY & ECONOMIC DEVELOPMENT SERVICES DIVISION

ACTIVITIES SUMMARY

**Deputy Director**

- Periodically met one-on-one with Division Department Directors and Division Support Staff re: program status updates.
- Periodically reviewed Grants.gov for grant and funding announcements. **(Goal 3 Objective: Apply for grants in a timely manner when money is available.)**
- Prepared and submitted monthly division-wide report.
- Began preparing Annual report for Division and Housing Board.
- Reviewed application process for ATEC Annual License. **(Goal 3 Objective: Apply for grants in a timely manner when money is available.)**
- Prepared Division-wide budget/expenditures through September 2018 with Department Directors.
- Prepared Modification to Hurricane Grant from DOE to provide for postage line item. **(Goal 3 Objective: Apply for grants in a timely manner when money is available.)**

- Worked with LIHEAP/Community Services Department to prepare and submit Emergency Home Energy Assistance Program (EHEAP) invoice for September 2018.
- Prepared and submitted FOCAS Report to DEO for 4<sup>th</sup> Quarter ending September 30<sup>th</sup>.
- Reviewed and submitted , to Board Members, Final Audit for Housing Corporation.
- Prepared and submitted HUD Housing Counseling Grant contract. . **(Goal 3 Objective: Apply for grants in a timely manner when money is available.)**
- Finalized and submitted 4<sup>th</sup> LIHEAP Modification. (Goal 3 Objective: Apply for grants in a timely manner when money is available.)
- Prepared and submitted Personnel Change Notices (PCN's) for COLA and PDIP/PDIC payments.
- Assisted with reconciling and submitting SERA Report to DEO for LIHEAP and CSBG Programs.
- Assisted with planning implementation of new Case Management System with Shah Software. **(Goal 4 Objective: Continue to upgrade new technology.)**
- Begin preparation of Strategic Plan Performance report for recent Fiscal Year as well as last five (5) years.
- Began developing Uniform Application Form for use by all Division programs. **(Goal 4 Objective: Continue to upgrade new technology.)**
- Conducted elections and swore in new Council members for Central, Northern, and Southern Regional Advisory Councils. **(Goal 3 Objective: Partner on collaborative projects with other agencies.)**
- Reviewed, signed off and/or supervised review of \$451,201 in Voucher/Check Requests including \$2,848 in CSBG Emergency Assistance Payments; \$208,100 in LIHEAP Home Energy Payments; and, \$213,075 in LIHEAP Crisis Energy Payments.

#### LIHEAP/Community Services Department Director

- LIHEAP (Low Income Home Energy Assistance Program) ENERGY FAIR on *October 2<sup>nd</sup> and 3<sup>rd</sup>, 2018* in Ft. Pierce at St. Mark Missionary Baptist Church. Approximately (400+) low income families were served with a LIHEAP benefit. **(Goal 4 Objective: Increase Client Base)**
- The Southern Region Advisory Council's Annual Meeting was held on *October 15, 2018* at the Lakeview Park Community Center in Frostproof.
- EHEAP (Elderly Home Energy Assistance Program) Project Directors Meeting was held on *October 18, 2018* via teleconference.
- LBO (Local Board Organization) Meeting on *October 24, 2018* in Naples. **(Goal 3 Objective: Partner on collaborative projects with other agencies.)**
- Peace River Center Victims Service presented ALPI with a 'certificate' for outstanding service to their clients on *October 27, 2018* in Lakeland.. **(Goal 3 Objective: Partner on collaborative projects with other agencies.)**
- Signed off on the following Voucher/Check Request
  - LIHEAP "*October*" check requests reviewed and signed (**to date**) (1065) \$353,006.05.
  - EHEAP "*October*" check requests reviewed and signed (32) \$9,515.41
  - FNPH "*October*" check requests reviewed and signed (7) \$1,526.74
  - DOE "*October*" check requests reviewed and signed (11) \$825.00
- Prepared and submitted the following Financial Reports for the month of *October, 2018*:
  - EHEAP (Elderly Home Energy Assistance Program)
  - LIHEAP (Low Income Home Energy Assistance Program)
  - FNPH (Florida Non-Profit Housing)
  -

#### CSBG/Economic Development Department Director

- Director signed off 68 check requests for CSBG.
- Director signed off 26 check requests for ESG.
- Director completed the monthly FSR (SERA Report to DEO).
- Director facilitated SHAH software training for Hendry County Sub-Recipient Goodwill; Polk County Sub-Recipients; WRC; CIL; Boys and Girls Club; and, Highlands County for Big Brothers/Big Sisters. **(Goal 4 Objective: Continue to upgrade new technology.)**
- Director prepared monthly reports for Deputy Director.
- Director prepared monthly minutes for Executive office .
- Met with HUD client for mortgage modification. . **(Goal 4 Objective: Increase Client Base)**
- Family Fundamental Partnership meeting in Lakeland, FL
- Coordinated NRAC/ATEC Annual Meeting in Mount Dora, FL



- Florida State Executive Directors' quarterly call on behalf of CEO.
- FACA Conference Committee conference call.
- Monthly Team Meeting.
- Attended Pinellas Opportunity Council's 50<sup>th</sup> Anniversary Celebration in St. Petersburg, FL.
- Meeting with Sub-Recipient CIL in Lakeland.
- Traveled to DeLand, FL to finalize the new office suite layout and plan for moving of office.

## **COLLABORATIONS**

### **Deputy Director**

- Nothing to report at this time.

### **LIHEAP/Community Services Department Director**

- St. Mark Missionary Baptist Church

### **CSBG/Economic Development Department Director**

- Director facilitated SHAH software training for Hendry County Sub-Recipient Goodwill and Polk County Sub-Recipients, WRC; CIL; and, Boys and Girls Club as well as Highlands County for Big Brothers/Big Sisters.
- Family Fundamental Partnership meeting in Lakeland, FL
- Meeting with Sub-Recipient CIL in Lakeland
- Attended Pinellas Opportunity Council's 50<sup>th</sup> Anniversary Celebration in St. Petersburg, FL

## **CONCERNS/CHALLENGES AND RESPONSE**

- Nothing to report at this time.

## **DEFICIENT AREA(S) AND STRATEGIES TO CORRECT**

- Nothing to report at this time.

## **SPECIAL ACCOMPLISHMENTS**

(Success beyond designated job duties)

### **CSBG/Economic Development Director**

Continued implementation of conversion from CM 20/20 to Shah Software.

## **BOARD RELATED ACTIVITIES**

### **Deputy Director**

- Conducted elections and swore in new council members for Northern, Southern, and Central Regional Advisory Councils.
- Prepared registration and hotel confirmation for HAC conference for two (2) Housing Board members.

### **LIHEAP/Community Services Department Director**

Attended the Southern Region Advisory Council's Annual Membership Meeting on October 15, 2018 at Lakeview Park Community Center in Frostproof.

### **CSBG/Economic Development Director**

Conducted Annual Meeting and elections of officers for Northern Region Advisory/ATEC Council.

## **SPECIAL PROJECTS**

- Nothing to report at this time.

## **MEETINGS/WORKSHOPS/TRAINING/CONFERENCES, ETC. ATTENDED during reporting period (all staff)**

### **Deputy Director**

- Senior Staff Meeting in Lake Alfred, October 9, 2018.
- Department Directors meeting for Division in Lake Alfred on October 15, 2018

### **LIHEAP/Community Services Department Director**

- LIHEAP ENERGY FAIR on *October 2<sup>nd</sup> and 3<sup>rd</sup>, 2018* in Ft. Pierce at St. Mark Missionary Baptist Church.
- Senior Directors Meeting on *October 9, 2018* at the Corporate Office in Lake Alfred.
- The Southern Region Advisory Council's Annual Meeting on *October 15, 2018* at Lakeview Park Community Center in Frostproof.
- SCC (Senior Connection Center) Project Directors Meeting on *October 18, 2018* via teleconference.



- LCB (Local Coordinating Board) Meeting on *October 24, 2018* in Naples.
- Peace River Victims Service award ceremony on *October 27, 2018* in Lakeland at Regal Chevrolet's Conference Room.
- Department Directors meeting for Division in Lake Alfred on October 15, 2018.

**CSBG/Economic Development Department Director**

- Senior Staff Meeting in Lake Alfred, October 9, 2018.
- Northern Region Advisory/ATEC Council annual meeting and elections.
- Department Directors meeting for Division in Lake Alfred on October 15, 2018.

**WORKSHOPS/TRAINING/CONFERENCES, ETC. SCHEDULED for month following reporting period (all staff)**

**Deputy Director**

- Senior Staff Meeting in Lake Alfred on November 13, 2018.
- Annual Board Retreat in Orlando on November 16-18, 2018.
- CareerSource Board meeting in Bartow on November 15, 2018.

**LIHEAP/Community Services Department Director**

- LIHEAP (Low Income Home Energy Assistance Program) ENERGY FAIR on *November 7<sup>th</sup> and 8<sup>th</sup>* in Martin County (Stuart and Indiantown).
- Senior Directors Meeting on *November 16, 2018* in Orlando.
- ALPI's Annual Board Retreat on *November 16 – 18, 2018* in Orlando at the Doubletree Hotel.
- SCC (Senior Connection Center) Surplus/Deficit Conference Call on *November 19, 2018* via conference call

**CSBG/Economic Development Department Director**

- Senior Staff Meeting in Lake Alfred on November 13, 2018.
- Annual Board Retreat in Orlando on November 16-18, 2018.

**OTHER**

Nothing to report at this time.

<b>MAJOR OUTCOMES – Division Programs Only</b>					
ROMA Family Goals 1 and 6					
(07/01/18 through 10/31/18)					
NPI	Description	CSBG/LIHEAP/EHEAP Clients		DOE/FNPH Clients	
		Seeking	Completing	Plan	Actual
<b>1.1</b>	Unemployed and obtained a job	13	6	n/a	n/a
	Employed and maintained a job for at least 90 days	9	3	n/a	n/a
	Employed and obtained an increase in employment income and/or benefits	5	2	n/a	n/a

SERVICE DELIVERY BY COUNTY – Division Programs								
Units of Service, By County (07/01/18 through 10/31/18)								
County	LIHEAP/EHEAP Only*		CSBG Only*		DOE/FNPH Only (09/30/18 only)		Totals	
	Units of Service	Total Expended*	Units of Service	Total Expended*	Units of Service	Total Expended	Units of Service	Total Expended
Collier	255	\$66,968.71			0	\$0.00	255	\$66,968.71
DeSoto					0	\$0.00	0	\$0.00
Glades	27	\$9,289.18	4	\$1,241.27	0	\$0.00	31	\$10,530.45
Hardee					0	\$0.00	0	\$0.00
Hendry	84	\$28,161.32	5	\$1,337.47	0	\$0.00	89	\$29,498.79
Highlands	160	\$55,394.53	56	\$10,553.80	0	\$0.00	216	\$65,948.33
Hillsborough					0	\$0.00	0	\$0.00
Indian River					0	\$0.00	0	\$0.00
Lake					0	\$0.00	0	\$0.00
Manatee					0	\$0.00	0	\$0.00
Martin	96	\$30,057.37			0	\$0.00	96	\$30,057.37
Miami-Dade					0	\$0.00	0	\$0.00
Orange					0	\$0.00	0	\$0.00
Palm Beach					0	\$0.00	0	\$0.00
Polk	1,807	\$598,497.22	143	\$52,714.62	11	\$825.00	1,961	\$652,036.84
Putnam					0	\$0.00	0	\$0.00
St. Lucie	1,102	\$371,225.09			0	\$0.00	1,102	\$371,225.09
Volusia					18	\$4,138.37	47	\$4,138.37
TOTAL	3,531	\$1,159,593.42	208	\$65,847.16	47	\$10,308.37	3,786	\$1,235,748.95

\* = Includes payments to Subrecipients performing direct case management services.

## HUMAN RESOURCES

### Goal 1 – Create Additional Training Experiences and Opportunities for Staff (Objective 1.1 – 1.5)

- The Human Resources Department continues to regularly interact and partner with Division Directors every day in order to identify training experiences and opportunities that will mutually benefit both our staff and the organization as a whole:
- Training Opportunities and Potential Experiences in Action:
  - Human Resources Director attended the Region IV Head Start BOD meeting in Biloxi, MS and the Florida Head Start BOD meeting and training in West Palm Beach. Deputy Director of Child Development and Family Services also attended the training in West Palm Beach.
  - Human Director also attended a seminar in Tampa, hosted by our insurance provider Bouchard – Preventing Abuse within your organization
  - Human Resources Director and HR Assistant attended CareerSource job fair. Met lots of vendors.



**Goal 2 – Devise a Plan of Upward Mobility within the Agency ( Objective 2.1 & 2.2)****2.1 Provide individual opportunities for creativity**

The Leadership Team has begun the planning of the 2019 Annual Staff Training Conference that will be held in conjunction with ALPI's 51<sup>st</sup> Annual Corporation meeting and luncheon. Several levels of management and line staff are involved with the planning.

**2.2 Allow opportunity for advancement within the Agency**

The Human Resources Department continues to support employees being temporarily promoted to acting status while a higher level position is on leave or when a position is vacant. This give the employee an opportunity to gain on-the-job experience.

- One promotion occurred this month: Valeria Guzman from substitute Teacher Assistant to full time Teacher Assistant III.
- Two transfers that better fit the staff and the organization: Elnora Hall transferred to Early Childhood Education Coordinator and Noelia Gil to Caregiver

**Goal 3 – Partner with other entities for more service Delivery (Objective 3.1)****3.1 Each member of the Senior Management Team will maintain active membership in at least one community service organization, attend meetings regularly, and use available opportunities to market ALPI's programs and seek support for the same**

- Attended – Polk State College BOD several planning meetings- Winter Haven and Bartow
- Attended –City of Winter Haven – Commissioners meeting
- Attended – Haines City NAACP Freedom Fund Banquet
- Attended – 100 Black Women Forum -1<sup>st</sup> Baptist Winter Ha
- Attended - CRAC Annual meeting – Winter Haven
- Attended - ERAC Annual meeting – Ft. Pierce
- Attended - Police Pension BOD meeting – Winter Haven
- Attended - Head Start Early Head Start Awareness Day – Ft. Pierce. During the HS Awareness Parade HR Director marched in the parade with the City Of Ft. Pierce Mayor
- Attended – Garden Terrace Celebration Luncheon – Ft. Pierce
- Attended – Region IV Head Start BOD meeting – Biloxi,
- Attended – Florida Head Start BOD meeting and Training – West Palm
- Attended - CareerSource Polk Job Fair – Haines City

**RECRUITING:**

The Human Resources Department advertised the following positions by utilizing in house posting, Employ Florida, area colleges, universities, churches, phone book, newspapers, FHSA, and other internal as well as external partners:

**Grantee Administration Support Services:**

- (1) Executive Assistant

**Community & Economic Development**

- Work Experience – on-going
- (2) Temp CSS II
- (1) Temp CSA I

**Child Development & Family Services Division**

- (1) Food Service Coordinator – Corporate
- (1) IT/Data Management Specialist -Corporate
- (1) Child Development Coordinator – St. Lucie
- (5) Teacher – St. Lucie
- (3) Caregiver –Frostproof
- (2) Caregiver – St. Lucie
- (3) Teacher Asst. – St. Lucie
- (2) Family Service Worker – St. Lucie
- (1) Bus Driver
- (1) Monitor
- Sub Teacher, TA & Caregiver – on-going

The Human Resources Department advertised, scheduled interviews for and filled the following positions by utilizing in house posting, Employ Florida, area colleges, universities, newspapers and other internal as well as external partner

- (1) Senior Accountant II
- (1) Early Child Education Coordinator
- (2) Teacher
- (1) Caregiver
- (2) Sub. Caregiver
- (1) Sub. TA to full time TA

**DAILY ACTIVITIES:**

- Attended Senior Director's meeting
- Reviewed applications for Senior Accountant, Executive Assistant, IT, Food Service, CDCC, and others
- Coordinated meeting w/ CEO and Brant Martin insurance for WC insurance renewal
- Met with CDFS Deputy Director numerous times during the month
- Coordinated benefits for employee decreased family member
- Met with LIHEAP Director regarding staff on FMLA
- Provided Deputy Director EOD needed information for strategic plan
- Reviewed and processed Personnel Change Notices for all employees
- Reviewed and processed timesheets for payroll
- Attended CareerSource Polk Job Fair
- Attended several Polk State College planning meetings
- Attended the City Wide Mission meeting in /Winter Haven
- Answer questions and provide assistants to current CEO and Interim CEO
- Answer questions for several Center Managers
- Assisted several employees with retirement paperwork
- Visited Head Start Administration & Garden Terrace
- Reviewed and responded to pending insurance claims
- Hired a Senior Accountant II for finance
- Retirement request forms processed –on-going
- Reviewed driving record and completed the certification forms – 98% in compliance
- Completed monthly reports
- Director's followed through with submitting the changes the element codes
- Followed up on evaluations - HR has 90% of the evaluations – other 10% w/ the CEO
- Insurance policy renewal for General Liability, Auto, Crime and Property Insurance has occurred – good year....minimal increase
- Review and process monthly benefit payments
- Attended City Commissioner meetings
- Prepare and attended ERAC annual meeting –great turn out- timelines met
- Attended City of Winter Haven Pension BOD meeting
- Drafted a Safety Policy and updated Policy 250 Restricted Areas and Security Measures – pending w/ CEO
- Reviewed opening and advertised positions
- Reviewed SHRM daily updates
- Reviewed Constangy, Brooks & Smith, LLC. Updates
- Employee Handbook – ongoing (answering of questions)
- VOYA processing request– on-going
- Interpret ALPI Policies and Procedures –Ongoing
- Recruitment, Selection and Retention-Ongoing
- New Staff Orientations-Ongoing
- Staff Verifications of Employment – Ongoing
- Workers Compensation Claims and Appeals – (0)
- EEOC Claim – (0)
- FMLA – processing request – Ongoing
- Unemployment Compensation Claims - (0)
- Grievances and employee concerns – (0)
- Liability Insurance and Loss Control –(0)
- Benefits Administration – Ongoing
- Retirement 403(b) Plan Request – on-going
- Monitoring and processing of bills – on going
- Review and processing of Timesheets – on- going
- Review of job descriptions – on going



**STATISTICS:**

Employee Accidents	2
Child Accidents	0
Resignations	3
Involuntary Terminations	0
Lay-offs	0
New Hires	6
Transfers/Promotions	2
Temps & Substitutes	0
Unemployment	0
Unemployment Hearings	0
Family Medical Leave	4
Disability Claims	0
Worker Compensation	0
Equal Opportunity Claims	0
Child incident case	(1) w/ attorney – still pending

**CHALLENGES**

- Employee improvement plans: Status (1) on plan
- Bi-Annual Driving Record: Status– 98% complete
- Timely submission of paperwork– PCNs, Hiring Requisitions, Resignation/Termination notices, FMLA request - on-going – Status: 90% Improved
- Ensuring all human resources issues are addressed and are in compliance based on the requirements of the grants/programs – Directors are doing a better job of sharing changes in the grant or laws that affects their grant Status: Improved - on going
- Supervisors/Directors addressing employee issues/concerns in a timely manner – Status: improved -90 %
- Directors ensuring staffing request and funding codes are correct and timely submitted – Status: 95% Improved – on going
- Directors and Managers monitor their Centers and become proactive in the prevention of accidents. Status: improved – great (0) child accident (2) staff accident this month

**PROPOSED STRATEGY TO PREVENT POSSIBLE DEFICIENCY (IES):**

Consistently working with Division Directors and Organizational Partners on all fronts in order to be pro-active and not reactive with respect to all obligations HR has to ALPI and the clients we serve. – on-going

- Met with CDFS on numerous occasions during the month

**SPECIAL ACCOMPLISHMENTS:**

- **No student accidents** – for 10 months! AWESOME!! We will continue to work on employee accidents – 14 since January
- Insurance renewals are done– agreements signed and first billed processed
- Meetings are scheduled for the workers compensation insurance- Fairly good year - no major injuries
- ( 6) new hires – (1) promotion – (2) transfers
- Deputy Director Mrs. Looney has done a great job of being in the field. She has been able to identify some of the issues and are working on them. Great start! HR, is available to will assist wherever needed
- Program Directors, Center managers and other staff are doing a great job to keep the parents and children involved.

**OPERATIONS & QUALITY CONTROL**• **GOVERNANCE**

- ✓ Facilitated registration & travel arrangements for Board and/or Council participation @ the following meetings/conferences: RIVHS and SEACAA.  
*Goal 3 – Partner w/other Entities for more efficient service delivery*
- ✓ Facilitated and coordinated Board Meeting
- ✓ Secured meeting venue, hotel accommodations, and meals; distributed board packets.
- ✓ Provided technical assistance to all Regional Advisory Councils' with the preparation of Annual Meetings and Elections.
- ✓ Facilitated and distributed the volunteer services awards to Staff Liaisons for the 2018 Annual Meetings of the Regional Advisory Councils.

- **CENTRAL REGION ADVISORY COUNCIL**  
Coordinated and facilitated the Central Region Advisory Council Annual Meeting and Election on October 6, 2018 to ensure compliance with Agency's Bylaws.
- **CORPORATE OFFICE**
  - ✓ Coordinated the Senior Directors' Meeting on October 9, 2018.
  - ✓ Submitted required governance/agency documentation requested for 2018 Audit.
  - ✓ Continued ongoing support to all divisions/departments via meetings, correspondence, purchasing, & signatures and technical support.
  - ✓ Coordinated the attendance of Interim CEO (via conference travel) at CAP Conference and CAPLAW Board Meeting.  
**Goal 3 – Partner w/other Entities for more efficient service delivery**
  - ✓ Coordinated the completion of reimbursement reports (LIHEAP, CSBG, CSC, Child Care Food, Non-Profit Housing, & DOE).
  - ✓ Facilitated the ongoing building and ground maintenance of the Central Office to ensure a healthy and safe work and service environment.
  - ✓ Attended Jamestown Concerned Citizens meeting to discuss/plan upcoming community event.  
**Goal 3 – Partner with other entities for more service Delivery (Objective 3.1)**
- **LAKEVIEW PARK**
  - ✓ Distributed materials to staff and community regarding trespassing on private property of community center, basketball court and playground.
  - ✓ Conducted inspection of ground & facility maintenance inclusive of service of fire extinguishers and range hood

**CHALLENGE**

Ability to remain efficient and effective managing the Executive Office less one support position.

**WORKSHOPS/MEETING ATTENDED**

CRAC Annual Meeting	October 6, 2018
Senior Directors' Meeting	October 9, 2018
Jamestown Concerned Citizens Meeting	October 22, 2018

**UPCOMING EVENTS:**

Jamestown Concerned Citizens Meeting	November 4, 2018
Senior Directors' Meeting	November 16, 2018
Annual Board Planning Retreat	November 16-18, 2018
Executive Committee Meeting	November 16, 2018
Board of Directors Meeting	November 18, 2018



# PROGRESS REPORTS

**HEAD START/EARLY HEAD START  
MONTHLY ATTENDANCE**









**HEAD START/EARLY HEAD START  
ENROLLMENT REPORT**


 04CH4739 - AGRICULTURAL & LABOR PROGRAM INC, THE
 

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**End-Of-Month Enrollment - October 2018**
**Total**

<i>Total Reported Enrollment</i>	<i>Total Funded Enrollment</i>
831	831

**Head Start**

	<i>Operated this month</i>	<i>Last day of services provided</i>	<i>Reported Enrollment</i>	<i>Funded Enrollment</i>	<i>Grant Status</i>
	Yes	Oct 31, 2018	691	691	Reported
Initially Reported:	On 11/05/2018 by Donita Brunson				
Last Updated:	On 11/05/2018 02:19:43 PM, EST by Donita Brunson				

**Early Head Start**

	<i>Operated this month</i>	<i>Last day of services provided</i>	<i>Reported Enrollment</i>	<i>Funded Enrollment</i>	<i>Grant Status</i>
	Yes	Oct 31, 2018	140	140	Reported
Initially Reported:	On 11/05/2018 by Donita Brunson				
Last Updated:	On 11/05/2018 02:19:43 PM, EST by Donita Brunson				



**HEAD START/EARLY HEAD START  
STATISTICAL REPORT**

# ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

REPORT FOR THE MONTH OF: <b>October 2018</b>				DATE:	October 2018
CENTER: ALPI FROSTPROOF/JUMPSTART Early Head Start				THIS MONTH	TO DATE
<b>ERSEA</b>					
1. Enrollment					
a.	The number of EHS and HS Children served (As of 10/1).	EHS	3 YEARS	4 YEARS	77
		1			1
b.	Of the number of HS children in A1, the number in the VPK program.				
c.	Of the number of EHS and HS Children in A1, the number enrolled for a second year.	0			24
2. Of the number of HS Children eligible for kindergarten					
3. Dropouts					
a.	Number of EHS and HS children who have dropped				2
b.	Of the number in B1, the number who dropped prior to 45 days of attendance.				0
4. Attendance/ADA				86%	86%

SERVICE DELIVERY	EHS	HS	THIS MONTH	TO DATE
<b>A. Family and Community Engagement</b>				
1. Total number of Head Start Families				
a.	1		1	65
b.	1		1	6
c.	0		0	13
d.	0		0	3
e.	0		0	3
2. Total number of families identified as needing services or identified an interest in the following areas:				
a.	1		1	7
b.	1		1	1
c.				
d.				
e.	1		1	3
f.				
g.				
h.				
i.				
j.				
k.				
l.				
m.				
n.				
o.				



# ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

SERVICE DELIVERY cont'd	EHS	HS	THIS MONTH	TO DATE
<b>B. Early Childhood Development and Health Services</b>				
1. Number of EHS and HS Children who have completed the following screenings:				
a. Height				
b. Weight				
c. Vision				
d. Hearing				
e. Speech/Language				
f. Behavioral				
g. Developmental				
h. Blood Pressure				
i. Hemoglobin	6		6	27
j. Lead	4		4	22
2. Of the number in B1, the number referred for follow up or diagnosed as needing treatment				
3. Of the number referred in B2, the number who have completed follow up or received treatment				
4. The number of EHS and HS children receiving or received treatment for the following:				
a. Anemia				
b. Asthma	0		0	1
c. Hearing Difficulties				
d. Overweight				
e. Vision Problems				
5. Number of EHS and HS children enrolled in Medicaid	1		1	70
6. Number of EHS and HS children with private insurance	0		0	1
7. Number of EHS and HS children with "Medical Home"				
8. Number of EHS and HS children who have completed a professional dental examination	5		5	58
9. Of the children in B8, the number of children diagnosed as needing treatment				
10. Of the children diagnosed in B9, the number of children who received or are receiving treatment				
11. Of the children examined in B8, the number of children who received preventive (care X-ray Cleaning Only)				
12. Number of EHS and HS children with up-to-date immunizations	15		15	60
13. Number of EHS and HS children with complete immunizations				
14. Number of EHS and HS children with current physicals	9		9	42
15. Number of EHS and HS children receiving WIC services				
16. Number of EHS and HS children receiving meals via Child Care Food Program	7		7	58
17. Number of teacher and caregivers home visits completed (1 <sup>st</sup> )				
18. Number of teacher and caregivers home visits completed (2 <sup>nd</sup> )				
19. Number of parent/teacher/ caregivers conferences completed				
20. Number of EHS/HS with baseline assessments completed				
21. Number of EHS/HS with mid-year assessments completed				
22. Number of EHS/HS with final assessments completed				





ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

REPORT FOR THE MONTH OF: October, 2018		DATE: 10/31/18	
CENTER: ERSEA		THIS MONTH TO DATE	
1. Enrollment			
a.	The number of EHS and HS Children served (As of 9/1).	EHS	4 YEARS
		0	3 4
b.	Of the number of HS children in A1, the number in the VPK program.	0	4
c.	Of the number of EHS and HS Children in A1, the number enrolled for a second year.	0	0
2. Of the number of HS Children eligible for kindergarten			
3. Dropouts			
a.	Number of EHS and HS children who have dropped	2	7 5
b.	Of the number in B1, the number who dropped prior to 45 days of attendance.	1	0 1
4. Attendance/ADA			

SERVICE DELIVERY		EHS	HS	THIS MONTH	TO DATE
<b>A. Family and Community Engagement</b>					
1. Total number of Head Start Families					
a.	Of these, the number of two parent families	0	7	7	748
b.	Of these, the number of single parent families	0	1	1	156
c.	Of these, the number of families receiving assistance under TANF Program	0	6	6	618
d.	Of these, the number of families receiving Supplemental Security Income (SSI)	0	0	0	29
e.	Of these, the number of families over income	0	2	2	80
2. Total number of families identified as needing services or identified an interest in the following areas:					
a.	Emergency Crisis intervention/Assistance (food, clothing, shelter, etc.)	0	2	2	2
b.	Housing assistance such as subsidies, utilities, repairs, etc.	0	7	7	7
c.	Counseling or mental health services	0	7	7	10
d.	Education/Literacy/English as a Second Language	0	15	15	21
e.	Adult education such as GED program and college education	0	19	19	25
f.	Job Training	0	9	9	21
g.	Substance abuse prevention or treatment	0	36	36	36
h.	Child Abuse and Neglect Services/Training	0	0	0	0
i.	Domestic violence services	0	0	0	0
j.	Child support assistance	0	0	0	0
k.	Health education	0	33	33	33
l.	Assistance to families of incarcerated individuals	0	0	0	0
m.	Parent Education	0	125	125	207
n.	Marriage education	0	0	0	0
o.	Asset building services (such as financial education, opening savings and checking account etc.	0	0	0	0

## ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

SERVICE DELIVERY cont'd	EHS	HS	THIS MONTH	TO DATE
<b>B. Early Childhood Development and Health Services</b>				
1. Number of EHS and HS Children who have completed the following screenings:				
a. Height	0	52	52	816
b. Weight	0	52	52	714
c. Vision	0	43	43	783
d. Hearing	0	46	46	786
e. Speech/Language	0	29	29	213
f. Behavioral	0	29	29	470
g. Developmental	0	19	19	319
h. Blood Pressure	0	57	57	687
i. Hemoglobin	1	18	19	730
j. Lead	2	67	69	686
2. Of the number in B1, the number referred for follow up or diagnosed as needing treatment	0	0	0	0
3. Of the number referred in B2, the number who have completed follow up or received treatment	0	0	0	0
4. The number of EHS and HS children receiving or received treatment for the following:				
a. Anemia	0	0	0	1
b. Asthma	0	1	1	28
c. Hearing Difficulties	0	0	0	0
d. Overweight	0	0	0	0
e. Vision Problems	0	0	0	0
5. Number of EHS and HS children enrolled in Medicaid	0	8	8	687
6. Number of EHS and HS children with private insurance	0	0	0	20
7. Number of EHS and HS children with "Medical Home"	0	0	0	428
8. Number of EHS and HS children who have completed a professional dental examination	24	98	122	779
9. Of the children in B8, the number of children diagnosed as needing treatment	0	0	0	0
10. Of the children diagnosed in B9, the number of children who received or are receiving treatment	0	0	0	0
11. Of the children examined in B8, the number of children who received preventive (care X-ray Cleaning Only)	0	0	0	0
12. Number of EHS and HS children with up-to-date immunizations	0	0	0	433
13. Number of EHS and HS children with complete immunizations	0	26	26	356
14. Number of EHS and HS children with current physicals	0	9	9	799
15. Number of EHS and HS children receiving WIC services	0	0	0	401
16. Number of EHS and HS children receiving meals via Child Care Food Program	0	0	0	0
17. Number of teacher and caregivers home visits completed (1 <sup>st</sup> )	0	620	620	620
18. Number of teacher and caregivers home visits completed (2 <sup>nd</sup> )	0	0	0	0
19. Number of parent/teacher/ caregivers conferences completed	0	0	0	0
20. Number of EHS/HS with baseline assessments completed	0	0	0	0
21. Number of EHS/HS with mid-year assessments completed	0	0	0	0
22. Number of EHS/HS with final assessments completed	0	0	0	0



ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

SERVICE DELIVERY cont'd	EHS	HS	THIS MONTH	TO DATE
<b>C. Father Engagement</b>				
Number of father/father figures who were engaged in the following activities during this program:				
a) Family assessment	0	16	16	25
b) Family goal setting	0	18	18	18
c) Involvement in child's Head Start child development experiences (e.g. home visits, parent/teacher conf.)	0	21	21	22
d) Head Start program governance, such as participation in the Policy Council	0	4	4	7
e) Parenting education workshops	0	12	12	16
<b>D. Mental Health and Disabilities</b>				
1. Number of EHS and HS children with a diagnosed disability	0	4	4	48
2. Of the EHS and HS children in E1 with a diagnosed disability, the number with an IEP or IFSP	0	4	4	48
3. Of the EHS and HS children in E1 with a diagnosed disability, the number determined by LEA or Part C	0	4	4	48
4. Number of EHS and HS children with suspected disabilities	0	8	8	18
5. Number of referred EHS and HS children awaiting testing or staffing	0	8	8	18
6. Number of EHS and HS children referred for mental health services outside of the program	0	0	0	3
7. Number of EHS and HS children the MH Professional Consultant with staff about child's behavior/mental health	0	0	0	3
8. Of the children in E7, the number the MH Professional provided three or more consultations.	0	0	0	0
9. Number of children the MH Professional consulted with the parent about their child's behavior/mental health.	0	0	0	3
10. Number of children the MH Professional provided an individual mental health assessment	0	0	0	3
11. Number of children the MH Professional facilitated a referral for mental health services	0	0	0	0
12. Number of MDT's meetings	0	0	0	0
13. Of the number of MDT meetings, the number of children the team determined to have a disability	0	0	0	0
<b>E. Pregnant Women Services</b>				
1. Indicate the number of pregnant women who received the following services while enrolled in EHS				
a. Prenatal and postpartum health care			0	0
b. Mental health intervention and follow up			0	0
c. Substance abuse prevention			2	2
d. Substance abuse treatment			2	2
e. Prenatal education on fetal development			0	0
f. Information on the benefits of breastfeeding			0	0
<b>F. Transportation</b>				
1. Number of children receiving transportation services			7	151
2. Number of field trips taken			1	1
<b>Comment:</b> Adjustments were made to last month due to reporting system update on B 7. Number of EHS and HS children with "Medical Home" and B 12. Number of EHS and HS children with up-to-date immunizations.				
SIGNATURE:	Lisandra Concepcion		JOB TITLE:	Family Support Services Coordinator
			DATE:	11/02/2018



**NON-FEDERAL SHARE  
(HEAD START/EARLY HEAD START)**



MONTHLY NON-FEDERAL SHARE REPORT SUMMARY  
(Due by the 7th of each month)

MONTH REPORTING: OCTOBER 2018			
PROGRAM TYPE	HEAD START/EARLY HEAD START		
GRANT #	04C14739		
FAA PERIOD	Beginning	7/1/2018	Ending 6/30/2019

FAA TYPE	REFUNDING	TOTAL
80% Federal Share	\$ 7,877,534.00	\$ 7,877,534.00
20% Non-Federal	\$ 1,569,384.00	\$ 1,569,384.00

MONTH TYPE	PLAN	July	August	September	October	November	December	January	February	March	April	May	June	Y-T-D	BALANCE	%
VOLUNTEERS	\$ 639,324.00	\$ -	\$ 24,500.92	\$ 23,432.84	\$ 36,285.60									\$ 84,219.36	\$ 666,104.64	13%
SPACE COST	\$ 571,150.00	\$ 47,595.83	\$ 47,595.83	\$ 47,595.83	\$ 47,595.83									\$ 190,383.32	\$ 360,766.68	33%
OTHER	\$ 758,910.00	\$ -	\$ 75,287.50	\$ 102,259.68	\$ 118,508.94									\$ 296,447.12	\$ 462,462.68	30%
CASH	\$ -	\$ -	\$ -	\$ -	\$ -									\$ -	\$ -	0%
TOTAL	\$ 1,969,384.00	\$ 47,595.83	\$ 147,384.25	\$ 173,279.35	\$ 202,790.37									\$ 571,049.80	\$ 1,398,334.20	29%

CERTIFICATION	DATE	11/6/2018
PROGRAM OPERATIONS DIRECTORS: Myrna Rodriguez	DATE	11/6/2018
CERTIFIED BY: Myrna Rodriguez	DATE	11/6/2018

Comments:

ESTIMATED VOLUNTEER PARTICIPANTS YEAR-TO-DATE

VOLUNTEERS	PLAN	July	August	September	October	November	December	January	February	March	April	May	June	Y-T-D
Parents	831	0	567	976	990									2541.00
Professionals	50	0	15	25	41									81.00
Hours			1811.95	1999.28	2946									6557.23

Definitions:  
Parents i.e., biological parent, legal guardian (to include grandparent)  
Professional i.e., Physician, Dentist, Nurse, Therapist, etc.

**CHILD CARE FACILITY LICENSE**  
**(Lincoln Park)**



# Child Care Facility Certificate of License

Certificate Number: C19SL0076

Name of Facility: ALPI Lincoln Park Head Start Center

Address: 1400 Avenue M County: Saint Lucie

City: Fort Pierce Zip: 34950

Owner: The Agricultural & Labor Program Inc

The Department of Children and Families being satisfied that this child care facility or child care program has complied with Chapter 65C-22, Florida Administrative Code, Child Care Standards, adopted by the Department and Authorized in sections 402.301-402.319, Florida statutes, approves an annual license to operate this facility or program.

This certificate is effective

**October 26, 2018 Through October 25, 2019**

***This license may be revoked or suspended for cause.***

Maximum Licensed Capacity: 108

Hours of Operation:

Mon	Tue	Wed	Thu	Fri	Sat	Sun
07:00AM	07:00AM	07:00AM	07:00AM	07:00AM		
05:30PM	05:30PM	05:30PM	05:30PM	05:30PM		

Region Administrator or Designee

CF-FSP 5115



## Annual



### State of Florida

Licensing Agency:  
Department of Children and Families, Child Care Regulation & Background Screening

337 North US Highway 1  
Fort Pierce, Florida 34950  
(772) 467-3180

**GOLD SEAL QUALITY CARE CENTER**  
(ALPI Child Development & Family Services Center)



Department of Children and Families  
Office of Child Care Regulation

**GOLD SEAL QUALITY CARE PROGRAM**

***Presented to:***

ALPI Child Development and Family Services Center

***Provider Address:***

198 NW Marion Ave  
Port Saint Lucie FL 34983-1667

***Accredited by:***

National Association for the Education of Young Children

***Age Group:***


Birth - 5yrs

Effective Date: September 25, 2018      Expiration Date: May 1, 2023



DCF ID Number: C19SL0144

Provider Type:  
Child Care Facility

  
Director  
Office of Child Care Regulation

**SAINT LUCIE COUNTY FIRE INSPECTIONS**



St. Lucie County Fire District  
5160 NW MILNER DRIVE  
Port Saint Lucie, FL 34983



Fire Marshal  
Captain Debbie Knupp  
772-621-3322

**A1 - REQUIRED ANNUAL Assigned To PUTNAM, Brian on 10/24/2018**

<b>Start Date:</b>		<b>Completion Date:</b>	
<b>Business Name:</b>	ALPI GARDEN TERRACE HEADSTART	<b>Business Phone:</b>	
<b>Address:</b>	1110 N 32ND ST Fort Pierce, FL 34947		

**A fire inspection conducted by the  
SLCFD Fire Marshal's Office  
on the above date and time revealed the following:**

Violations	Date Found	Date Cleared	Fee
------------	------------	--------------	-----

NO VIOLATION

NO VIOLATION FOUND

\$0.00

Standard:

Long Desc: NO VIOLATION



**Signatures**

**Recipient:**

**Inspector**

BRIAN Putnam

St. Lucie County Fire District  
5160 NW MILNER DRIVE  
Port Saint Lucie, FL 34983



Fire Marshal  
Captain Debbie Knupp  
772-621-3322

**A1 - REQUIRED ANNUAL Assigned To PUTNAM, Brian on 10/30/2018**

Start Date:		Completion Date:	
Business Name:	ALPI QUEEN TOWNSEND HEADSTART CENTER	Business Phone:	
Address:	2202 Q AVE Fort Pierce, FL 34950		

A fire inspection conducted by the  
SLCFD Fire Marshal's Office  
on the above date and time revealed the following:

Violations	Date Found	Date Cleared	Fee
NO VIOLATION			
NO VIOLATION FOUND			\$0 00
Standard:			
Long Desc:	NO VIOLATION		

Signatures

Recipient:

Inspector

BRIAN Putnam



# Comprehensive Fire Safety, Casualty Safety and Sanitation Report

District: St. Lucie County

Office of:

South Transportation & Maintenance Complex  
325 N.W. Commerce Park Drive  
Port St. Lucie, 34986

772 340-7100

District Inspector: Jeff Schultz

Inspector #: 132538

Fiscal Year: 2018-2019

Inspection Date: 10/25/2018

Scheduled Reinspection Date: 01/23/2019

Actual Reinspection Date:

Local Municipal Inspection Authority:

Generic Fire Dept

Edit this later to correct

Fl. Pierce?, 34945

Print Date: 10/30/2018

Facility: ALPI Center

FISH #:

Address: 198 N.W. Marlon Avenue

Port St. Lucie, 34983

772 466-2631

Facility Type: Other (PK-5)

### Legend:

Priority:

- 1 = Serious
- 2 = High
- 3 = Moderate
- 4 = Low
- 5 = Minimal

Category:

- A = Fire Safety
- B = Casualty Safety and Sanitation

Deficiency Type and Corrective Action Planned and Schedule:

- O = Operation of Plant -- School Responsibility to complete within 7 days of receipt of inspection report
- M = Maintenance of Plant -- 90 days to complete after inspection date
- C = Capital Outlay -- June 30 of fiscal year or becomes part of Plan of Correction

Complete:

Y = Yes

N = No

Validated = Correction verified by a certified inspector

### Fire Exit Drill Requirements:

NFPA 101-15.7.2.2 (1): At least one fire exit drill shall be conducted every month the facility is in session

NFPA 101-15.7.2.2 (3): One additional fire exit drill shall be required within the first 30 days of operation.

### Certifications of Compliance with Florida Statutes:

District HAS complied with section 1013.12(1)(c) of Florida Statutes regarding plan of action and schedule for correction of each fire safety deficiency

Local Authority HAS complied with section 1013.12(2)(c) of Florida Statutes regarding plan of action and schedule for correction of each fire safety deficiency

Required Exit Drills Completed as of this inspection date

### Signatures:

Signature of Facility Administrator Acknowledging Awareness of Discovered Deficiencies

Signature of Facility Administrator Verifying Required Exit Drills Completed (if applicable):

Signature of School District Inspector Reporting Deficiencies

Signature of Local Municipal Inspection Authority Inspector Reporting Deficiencies (if applicable):

*Jana Cendys* Date: 11-1-18  
*Jana Cendys* Date: 11-1-18  
*APB* Date: 11-1-18  
 \_\_\_\_\_ Date: \_\_\_\_\_

**Comprehensive Fire Safety, Casualty  
Safety and Sanitation Report**

Date Inspected: 10/25/2018

Facility: ALPI Center

Fiscal Year: 2018-2019

Citation	Priority Category	Bldg Room	State Bldg Nbr	Deficiency Description and Corrective Action Required <i>Inspector's Notes, if any.</i> Location of Deficiency, if specified.	Defic Type Violat n Code	Prev Years Cited	Work Order # Est Complet Date	Date Corrected Date Validated	Complete
69A-58.004(5)(f)		001	0	No Deficiency -	0 NVO	0	11/6/2018	10/25/2018	Y
NFPA 72-4.4.3.5.6	? A	099 000	0	Repair/replace the fire alarm. FACP indicated trouble/alarm. Pull station in portable 25 Portable P-25	M 407	0	11/29/2018	10-25-18 pd	N
69A-58.004(5)(f)		10	0	No Deficiency -	0 NVO	0	11/6/2018	10/25/2018	Y

Number of Serious Fire Safety Citations: 0

Total number of Fire Safety, Casualty Safety and Sanitation Citations: 3

Total Number of Already Completed and Validated Items: 2



# Comprehensive Fire Safety, Casualty Safety and Sanitation Report

District: St. Lucie County

Office of:  
South Transportation & Maintenance Complex  
325 N.W. Commerce Park Drive  
Port St. Lucie, 34986

District Inspector: Jeff Schultz  
Inspector #: 132538

Facility: Garden City/ALPI Queen Townsend II  
FISH #: 56-00010-00010  
Address: 2202 Avenue O  
Fl. Pierce, 34950  
772 468-5277

Fiscal Year: 2018-2019

Inspection Date: 10/25/2018

Scheduled Reinspection Date: 01/23/2019

Actual Reinspection Date:

Facility Type: Other (PK-2)

Local Municipal Inspection Authority:

Generic Fire Dept  
Exfil this later to correct  
Fl. Pierce?, 34945

Print Date: 10/30/2018

### Legend:

#### Priority:

- 1 = Serious
- 2 = High
- 3 = Moderate
- 4 = Low
- 5 = Minimal

#### Category:

- A = Fire Safety
- B = Casualty Safety and Sanitation

#### Citations from Code:

69A-58 = Fire Safety Standards and Requirements for Educational and Ancillary Facilities and Plants (F.A.C.)  
 SREF = State Requirements for Educational Facilities (1999)  
 NFPA = National Fire Protection Association

#### Deficiency Type and Corrective Action Planned and Schedule:

- O = Operation of Plant -- School Responsibility to complete within 7 days of receipt of inspection report
- M = Maintenance of Plant -- 90 days to complete after Inspection Date
- C = Capital Outlay -- June 30 of fiscal year or becomes part of Plan of Correction

Complete:  
 Y = Yes  
 N = No

Validated = Correction verified by a certified inspector

### Fire Exit Drill Requirements:

- NFPA 101-15.7.2.2 (1): At least one fire exit drill shall be conducted every month the facility is in session.
- NFPA 101-15.7.2.2 (3): One additional fire exit drill shall be required within the first 30 days of operation.

### Certifications of Compliance with Florida Statutes:

District HAS complied with section 1013.12(1)(c) of Florida Statutes regarding plan of action and schedule for correction of each fire safety deficiency  
 Local Authority HAS complied with section 1013.12(2)(c) of Florida Statutes regarding plan of action and schedule for correction of each fire safety deficiency  
 Required Exit Drills Completed as of this inspection date

### Signatures:

Signature of Facility Administrator Acknowledging Awareness of Discovered Deficiencies:

Signature of Facility Administrator Verifying Required Exit Drills Completed (if applicable)

Signature of School District Inspector Reporting Deficiencies

Signature of Local Municipal Inspection Authority Reporting Deficiencies (if applicable):

*Qua Cecily's* Date: 11-1-18  
*Qua Cecily's* Date: 11-1-18  
*[Signature]* Date: 11-1-18  
 \_\_\_\_\_ Date: \_\_\_\_\_

Comprehensive Fire Safety, Casualty  
Safety and Sanitation Report

Fiscal Year: 2018-2019

Facility: Garden City/ALPI Queen Townsend II

Date Inspected: 10/29/2018

Citation	Priority Category	Bldg Room	State Bldg Nbr	Deficiency Description and Corrective Action Required <i>Inspector's Notes, if any.</i> Location of Deficiency, if specified.	Defic Type Violat n Code	Prev Years Cited	Work Order # Est Complet Date	Date Corrected Date Validated	Complete
NFPA 72-4.3.5.6	2 A	001 100	0	Repair/replace the fire alarm FACP indicated trouble/alarm Trouble bldg 111 m070. Front desk	M 407	0	11/29/2018	10/30/2018 10/30/2018	Y
69A-58.004(5)(i)		002	0	No Deficiency	O NVO	0	11/6/2018	10/25/2018	Y
69A-58.004(5)(i)		003	0	No Deficiency	O NVO	0	11/6/2018	10/25/2018	Y
69A-58.004(5)(i)		005	0	No Deficiency	O NVO	0	11/6/2018	10/25/2018	Y
NFPA 101-7.9.2.2	2 A	006 623	0	Repair/replace emergency light. Classroom	O 204	0	11/6/2018	10/30/2018 10/30/2018	Y
69A-58.004(5)(i)		008	0	No Deficiency	O NVO	0	11/6/2018	10/25/2018	Y
69A-58.004(5)(i)		010	0	No Deficiency	O NVO	0	11/6/2018	10/25/2018	Y
69A-58.004(5)(i)		011	0	No Deficiency	O NVO	0	11/6/2018	10/25/2018	Y



**Comprehensive Fire Safety, Casualty  
Safety and Sanitation Report**

Date Inspected: 10/25/2018

Fiscal Year: 2018-2019

Facility: Golden City/ALPI Queen Townsend II

Citation	Priority Category	Bldg Room	State Bldg Nbr	Deficiency Description and Corrective Action Required <i>Inspector's Notes, if any.</i> Location of Deficiency, if specified.	Defic Type Violat n Code	Prev Years Cited	Work Order # Est Complet Date	Date Corrected Date Validated	Complete
69A-58 004(5)(i)		012	0	No Deficiency -	0 NVO	0	11/6/2018	10/25/2018	Y
69A-58 004(5)(i)		013	0	No Deficiency -	0 NVO	0	11/6/2018	10/25/2018	Y

Number of Serious Fire Safety Citations: 0

Total number of Fire Safety, Casualty Safety and Sanitation Citations: 10  
Total Number of Already Completed and Validated Items: 10

# VPK MONITORING REPORT



SR  VPKDate: 10/10/2018

## Early Learning Coalition Visitation Form for Child Care Sites

Site Name: ALPI Francina DuvalDirector: Mary BrunsonTime In/Out: 10:25 - 10:55Resource Specialist: Lina Lloyd
**Reason For Visit:**

- Deliver/Collect Information/Forms  
 Technical Assistance  
 ASQ Online monitoring  
 SR/VPK Monitoring  
 SR/VPK Monitoring Follow-up  
 SPCR Monitoring

- New Provider Checklist/Walk-through  
 Child Assessment  
 Child Observation  
 Classroom Observation  
 Program Evaluation  
 CLASS

Requested Forms: \_\_\_ ASQ-3 \_\_\_ ASQ: SE \_\_\_ Transfer/Withdrawal Forms \_\_\_ Other

Delivered Forms: \_\_\_ ASQ-3 \_\_\_ ASQ: SE \_\_\_ Transfer/Withdrawal Forms \_\_\_ Other

**Comments:**

Conducted VPK Monitoring

**Technical Assistance:**
**Reminders:**


---

 Site Representative Signature

---

 ELC Resource Specialist Signature



## VPK - Monitoring Form

Site Name ALPI Francina Duval Classroom: A Date: 10/10/2018

Observation/Documentation Time: 10/5 Instructional Hours: X 540 hours 300 hours

- |  | N/A | Comp | Non-Comp |
|--|-----|------|----------|
| *1) License Expiration <u>7/6/2019</u>                     |     | ✓    |          |
| *2) Accrediting Agency/Expiration _____                    | ✓   |      |          |
| *3) Credentialed Director: <u>Mary Brunson</u>             |     | ✓    |          |
| *4) Teacher: <u>Roshae Adams</u>                           |     | ✓    |          |
| *5) Teacher Asst: <u>Ofelia Nava</u>                       |     | ✓    |          |
| *6) Class Ratio: <u>2</u> teacher(s) to <u>16</u> children |     |      | ✓        |
| Class Ratio: <u>1:11 or 2:20</u>                           |     |      | ✓        |

\*7) Curriculum Compliance: A - J Curriculum: Creative Curriculum

	Yes	No		Yes	No
A. Lesson plans available and written to reflect daily schedule	✓		F Teachers responsive and involved with children	✓	
B. Lesson plan indicates FL Performance standards	✓		G. Peer interaction occurs	✓	
C. Written schedule is posted and relates to what occurs	✓		H. Character Education Program implemented	✓	
D. Teaching strategies are developmentally appropriate	✓		I. Adequate materials accessible for children	✓	
E. Positive methods of discipline used effectively	✓		J. Materials in good repair	✓	

\*8) Random sampling of three (3) Attendance Verification Forms

Child's Name	Current	
	Yes	No
A. Bythwood	✓	
L. Errante Perrino	✓	
J. Howard	✓	

\*9) Online Monitoring: VPK Pre-Assessment  Comp  Non-Comp  VPK Post-Assessment  Comp  Non-Comp

10) Observation: The children are in circle. Miss Roshae is doing the fingerplay "Five Little Pumpkins". The children ask to do it again. They then ask her to do the poem "Pumpkin, Pumpkin". They do the poem together. Miss Roshae asks a child to do the poem "Five Little Leaves" for the class. She recites the poem for the class.

11) Technical Assistance  Requested  Given  NA For: \_\_\_\_\_

✓ Compliant Non-Compliant For: \_\_\_\_\_

For Non-Compliance: The provider has 14 calendar days to comply. Failure to do so may result in loss of funds and/or termination of the VPK agreement (page 5 and 6, #42 of VPK Agreement).

Resource Specialist Date of Return  
Mary Brunson

Site Representative Signature

Aline Floyd  
ELC Resource Specialist Signature

\* Denotes Compliance Issue





SR  VPK

Date: 10/12/2018



### Early Learning Coalition Visitation Form for Child Care Sites

Site Name: ALPI Garden Terrace

Director: Sandra Monroe

Time In/Out: 9:50 - 10:50

Resource Specialist: Lina Lloyd

**Reason For Visit:**

- |  |  |
|--|--|
| <input type="checkbox"/> Deliver/Collect Information/Forms | <input type="checkbox"/> New Provider Checklist/Walk-through |
| <input type="checkbox"/> Technical Assistance              | <input type="checkbox"/> Child Assessment                    |
| <input type="checkbox"/> ASQ Online monitoring             | <input type="checkbox"/> Child Observation                   |
| <input checked="" type="checkbox"/> SR/VPK Monitoring      | <input type="checkbox"/> Classroom Observation               |
| <input type="checkbox"/> SR/VPK Monitoring Follow-up       | <input type="checkbox"/> Program Evaluation                  |
| <input type="checkbox"/> SPCR Monitoring                   | <input type="checkbox"/> CLASS                               |

Requested Forms: \_\_\_ ASQ-3 \_\_\_ ASQ: SE \_\_\_ Transfer/Withdrawal Forms \_\_\_ Other

Delivered Forms: \_\_\_ ASQ-3 \_\_\_ ASQ: SE \_\_\_ Transfer/Withdrawal Forms \_\_\_ Other

**Comments:**

Conducted VPK Monitoring

**Technical Assistance:**

**Reminders:**

\_\_\_\_\_  
Site Representative Signature

\_\_\_\_\_  
ELC Resource Specialist Signature











SR  VPK

Date: 10/23/18



### Early Learning Coalition Visitation Form for Child Care Sites

Site Name: ALPI Queen Townsend II Director: Ellen Bradley

Time In/Out: 8:50 / 11:42 Resource Specialist: Jennifer Mead

**Reason For Visit:**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Deliver/Collect Information/Forms | <input type="checkbox"/> New Provider Checklist/Walk-through |
| <input type="checkbox"/> Technical Assistance                         | <input type="checkbox"/> Child Assessment                    |
| <input type="checkbox"/> ASQ Online monitoring                        | <input type="checkbox"/> Child Observation                   |
| <input checked="" type="checkbox"/> SR/VPK Monitoring                 | <input type="checkbox"/> Classroom Observation               |
| <input type="checkbox"/> SR/VPK Monitoring Follow-up                  | <input type="checkbox"/> Program Evaluation                  |
| <input type="checkbox"/> SPCR Monitoring                              | <input type="checkbox"/> CLASS                               |

Requested Forms: ASQ-3 ASQ: SE Transfer/Withdrawal Forms Other

Delivered Forms: ASQ-3 ASQ: SE Transfer/Withdrawal Forms Other

**Comments:** All classrooms are now using Creative Curriculum in place of SPLASH.

Delivered Teachstone books for Toddler Observer training

Technical Assistance:

Reminders:

Carol Smith  
Site Representative Signature

Jennifer Mead  
ELC Resource Specialist Signature



SR  VPK

Date: 10/23/18



### Early Learning Coalition Visitation Form for Child Care Sites

Site Name: ALPI Queen Townsend II Director: Ellen Bradley

Time In/Out: 8:50 / 11:42 Resource Specialist: Jennifer Mead

<b>Reason For Visit:</b>	
<input checked="" type="checkbox"/> Deliver/Collect Information/Forms	<input type="checkbox"/> New Provider Checklist/Walk-through
<input type="checkbox"/> Technical Assistance	<input type="checkbox"/> Child Assessment
<input type="checkbox"/> ASQ Online monitoring	<input type="checkbox"/> Child Observation
<input checked="" type="checkbox"/> SR/VPK Monitoring	<input type="checkbox"/> Classroom Observation
<input type="checkbox"/> SR/VPK Monitoring Follow-up	<input type="checkbox"/> Program Evaluation
<input type="checkbox"/> SPCR Monitoring	<input type="checkbox"/> CLASS

Requested Forms: ASQ-3 ASQ: SE Transfer/Withdrawal Forms Other

Delivered Forms: ASQ-3 ASQ: SE Transfer/Withdrawal Forms Other

**Comments:**

Delivered Teachstone books for Toddler Observer training

**Technical Assistance:**

**Reminders:**

Carol Smith  
Site Representative Signature

Jennifer Mead  
ELC Resource Specialist Signature







## VPK - Monitoring Form

Site Name ALPI Queen Townsend II Classroom: B Date: 10/23/18

Observation/Documentation Time: 10 Instructional Hours: X 540 hours      300 hours

- |  | N/A                                 | Comp                                | Non-Comp |
|--|-------------------------------------|-------------------------------------|----------|
| *1) License Expiration <u>12/22/18</u>                     |                                     | <input checked="" type="checkbox"/> |          |
| *2) Accrediting Agency/Expiration _____                    | <input checked="" type="checkbox"/> |                                     |          |
| *3) Credentialed Director: <u>Ellen Bradley</u>            |                                     | <input checked="" type="checkbox"/> |          |
| *4) Teacher: <u>Elizabeth Smith</u>                        |                                     | <input checked="" type="checkbox"/> |          |
| *5) Teacher Asst: <u>Valeria Guzman</u>                    |                                     | <input checked="" type="checkbox"/> |          |
| *6) Class Ratio: <u>2</u> teacher(s) to <u>15</u> children |                                     | <input checked="" type="checkbox"/> |          |
| Class Ratio: <u>1:11 or 2:20</u>                           |                                     | <input checked="" type="checkbox"/> |          |
| *7) Curriculum Compliance: A - J                           |                                     |                                     |          |
| Curriculum: <u>Splash</u>                                  |                                     |                                     |          |

	Yes	No		Yes	No
A. Lesson plans available and written to reflect daily schedule	<input checked="" type="checkbox"/>		F Teachers responsive and involved with children	<input checked="" type="checkbox"/>	
B. Lesson plan indicates FL Performance standards	<input checked="" type="checkbox"/>		G. Peer interaction occurs	<input checked="" type="checkbox"/>	
C. Written schedule is posted and relates to what occurs	<input checked="" type="checkbox"/>		H. Character Education Program implemented	<input checked="" type="checkbox"/>	
D. Teaching strategies are developmentally appropriate	<input checked="" type="checkbox"/>		I. Adequate materials accessible for children	<input checked="" type="checkbox"/>	
E. Positive methods of discipline used effectively	<input checked="" type="checkbox"/>		J. Materials in good repair	<input checked="" type="checkbox"/>	

\*8) Random sampling of three (3) Attendance Verification Forms

Child's Name	Current Yes	Current No
<u>Majustici Crawford</u>	<input checked="" type="checkbox"/>	
<u>Kamden Jean-Gilles</u>	<input checked="" type="checkbox"/>	
<u>Kendrick Martin Jr.</u>	<input checked="" type="checkbox"/>	

\*9) Online Monitoring: VPK Pre-Assessment  Comp  Non-Comp  VPK Post-Assessment  Comp  Non-Comp

10) Observation: Children singing then sit on a letter. Elizabeth tells children they will choose an area to play, name put into cup with center pictures. "What are you going to do there?" Valeria begins interacting with children in the centers; asking them about their play. Elizabeth helps children follow classroom management - # permitted in each area. After each child chooses an area, Elizabeth joins manipulative area and shows children how to build a tall structure.

11) Technical Assistance  Requested  Given  NA For: \_\_\_\_\_

Compliant  Non-Compliant For: \_\_\_\_\_  
 For Non-Compliance: The provider has 14 calendar days to comply. Failure to do so may result in loss of funds and/or termination of the VPK agreement (page 5 and 6, #42 of VPK Agreement).

Resource Specialist Date of Return

Carol Smith

Site Representative Signature

Jennifer Mead  
 ELC Resource Specialist Signature

\* Denotes Compliance Issue



# VPK - Monitoring Form

Site Name ALPI Queen Townsend II Classroom: C Date: 10/23/18

Observation/Documentation Time: 15 Instructional Hours: X 540 hours 300 hours

- |  | N/A                                 | Comp                                | Non-Comp |
|--|-------------------------------------|-------------------------------------|----------|
| *1) License Expiration <u>12/22/18</u>                     |                                     | <input checked="" type="checkbox"/> |          |
| *2) Accrediting Agency/Expiration _____                    | <input checked="" type="checkbox"/> |                                     |          |
| *3) Credentialed Director: <u>Ellen Bradley</u>            |                                     | <input checked="" type="checkbox"/> |          |
| *4) Teacher: <u>Junia Alexander</u>                        |                                     | <input checked="" type="checkbox"/> |          |
| *5) Teacher Asst: <u>Chandrika Beckwith</u>                |                                     | <input checked="" type="checkbox"/> |          |
| *6) Class Ratio: <u>2</u> teacher(s) to <u>17</u> children |                                     | <input checked="" type="checkbox"/> |          |
| Class Ratio: <u>1:11 or 2:20</u>                           |                                     | <input checked="" type="checkbox"/> |          |
| *7) Curriculum Compliance: A - J                           |                                     |                                     |          |

Curriculum: Splash

	Yes	No		Yes	No
A. Lesson plans available and written to reflect daily schedule	<input checked="" type="checkbox"/>		F. Teachers responsive and involved with children	<input checked="" type="checkbox"/>	
B. Lesson plan indicates FL Performance standards	<input checked="" type="checkbox"/>		G. Peer interaction occurs	<input checked="" type="checkbox"/>	
C. Written schedule is posted and relates to what occurs	<input checked="" type="checkbox"/>		H. Character Education Program implemented	<input checked="" type="checkbox"/>	
D. Teaching strategies are developmentally appropriate	<input checked="" type="checkbox"/>		I. Adequate materials accessible for children	<input checked="" type="checkbox"/>	
E. Positive methods of discipline used effectively	<input checked="" type="checkbox"/>		J. Materials in good repair	<input checked="" type="checkbox"/>	

\*8) Random sampling of three (3) Attendance Verification Forms

Child's Name	Current	
	Yes	No
David Hernandez Trejo	<input checked="" type="checkbox"/>	
Akira Calhoun	<input checked="" type="checkbox"/>	
Victoria Ravix	<input checked="" type="checkbox"/>	

\*9) Online Monitoring: VPK Pre-Assessment  Comp  Non-Comp  VPK Post-Assessment  Comp  Non-Comp

10) Observation: Children playing on playground. Several playing with balls "What does ball begin with?" Child approaches Junia to say she found a spider, "where? show me". Teachers supervise children's activities and join in their play.

11) Technical Assistance  Requested  Given  NA For: \_\_\_\_\_

Compliant  Non-Compliant For: \_\_\_\_\_

For Non-Compliance: The provider has 14 calendar days to comply. Failure to do so may result in loss of funds and/or termination of the VPK agreement (page 5 and 6, #42 of VPK Agreement).

Resource Specialist Date of Return

Carol Smith  
Site Representative Signature

Jennifer Mead  
ELC Resource Specialist Signature

\* Denotes Compliance Issue





# VPK - Monitoring Form

Site Name ALPI Queen Townsend II Classroom: D Date: 10/23/18

Observation/Documentation Time: 15 Instructional Hours: X 540 hours 300 hours

- |   | N/A                                 | Comp                                | Non-Comp |
|---|-------------------------------------|-------------------------------------|----------|
| *1) License Expiration <u>12/22/18</u>  | <input checked="" type="checkbox"/> |                                     |          |
| *2) Accrediting Agency/Expiration _____   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |          |
| *3) Credentialed Director: <u>Ellen Bradley</u>   |                                     | <input checked="" type="checkbox"/> |          |
| *4) Teacher: <u>Cardia Parker</u>   |                                     | <input checked="" type="checkbox"/> |          |
| *5) Teacher Asst: <u>Yaretzy Rendon</u>   |                                     | <input checked="" type="checkbox"/> |          |
| *6) Class Ratio: <u>2</u> teacher(s) to <u>15</u> children Class Ratio: <u>1:11 or 2:20</u> |                                     | <input checked="" type="checkbox"/> |          |
| *7) Curriculum Compliance: <u>A - J</u> Curriculum: <u>Splash</u>                           |                                     |                                     |          |

	Yes	No	Yes	No
A. Lesson plans available and written to reflect daily schedule	<input checked="" type="checkbox"/>		F Teachers responsive and involved with children	<input checked="" type="checkbox"/>
B. Lesson plan indicates FL Performance standards	<input checked="" type="checkbox"/>		G. Peer interaction occurs	<input checked="" type="checkbox"/>
C. Written schedule is posted and relates to what occurs	<input checked="" type="checkbox"/>		H. Character Education Program implemented	<input checked="" type="checkbox"/>
D. Teaching strategies are developmentally appropriate	<input checked="" type="checkbox"/>		I. Adequate materials accessible for children	<input checked="" type="checkbox"/>
E. Positive methods of discipline used effectively	<input checked="" type="checkbox"/>		J. Materials in good repair	<input checked="" type="checkbox"/>

\*8) Random sampling of three (3) Attendance Verification Forms

Child's Name	Current	
	Yes	No
Nathaniel Armstrong	<input checked="" type="checkbox"/>	
Ka'livah Florence	<input checked="" type="checkbox"/>	
Kamarion Grant	<input checked="" type="checkbox"/>	

\*9) Online Monitoring: VPK Pre-Assessment  Comp  Non-Comp  VPK Post-Assessment  Comp  Non-Comp

10) Observation: Children seated on carpet for circle. Class sings "This is the way...get ready for school". Cardia has story - remember what this book is called? Children listen to story. Children asked questions about the types of clothing people/community helpers wear. "Why do you think?" Child shares unrelated information, Cardia able to bring focus back to the story. Brief discussion about using Big voice, options to solve conflict.

11) Technical Assistance  Requested  Given  NA For: \_\_\_\_\_

Compliant  Non-Compliant For: \_\_\_\_\_

For Non-Compliance: The provider has 14 calendar days to comply. Failure to do so may result in loss of funds and/or termination of the VPK agreement (page 5 and 6, #42 of VPK Agreement).

Resource Specialist Date of Return  
Carol Smith  
 Site Representative Signature

Jennifer Mead  
 ELC Resource Specialist Signature

\* Denotes Compliance Issue



# VPK - Monitoring Form

Site Name ALPI Queen Townsend II Classroom: E Date: 10/23/18

Observation/Documentation Time: 12 Instructional Hours: X 540 hours      300 hours

- |  | N/A                                 | Comp                                | Non-Comp |
|--|-------------------------------------|-------------------------------------|----------|
| *1) License Expiration <u>12/22/18</u>                     |                                     | <input checked="" type="checkbox"/> |          |
| *2) Accrediting Agency/Expiration <u>    </u>              | <input checked="" type="checkbox"/> |                                     |          |
| *3) Credentialed Director: <u>Ellen Bradley</u>            |                                     | <input checked="" type="checkbox"/> |          |
| *4) Teacher: <u>Delana Noble</u>                           |                                     | <input checked="" type="checkbox"/> |          |
| *5) Teacher Asst: <u>Madelayne Suarez</u>                  |                                     | <input checked="" type="checkbox"/> |          |
| *6) Class Ratio: <u>2</u> teacher(s) to <u>17</u> children |                                     | <input checked="" type="checkbox"/> |          |
| Class Ratio: <u>1:11 or 2:20</u>                           |                                     | <input checked="" type="checkbox"/> |          |
| *7) Curriculum Compliance: <u>A - J</u>                    |                                     |                                     |          |
| Curriculum: <u>Splash</u>                                  |                                     |                                     |          |

	Yes	No		Yes	No
A. Lesson plans available and written to reflect daily schedule	<input checked="" type="checkbox"/>		F Teachers responsive and involved with children	<input checked="" type="checkbox"/>	
B. Lesson plan indicates FL Performance standards	<input checked="" type="checkbox"/>		G. Peer interaction occurs	<input checked="" type="checkbox"/>	
C. Written schedule is posted and relates to what occurs	<input checked="" type="checkbox"/>		H. Character Education Program implemented	<input checked="" type="checkbox"/>	
D. Teaching strategies are developmentally appropriate	<input checked="" type="checkbox"/>		I. Adequate materials accessible for children	<input checked="" type="checkbox"/>	
E. Positive methods of discipline used effectively	<input checked="" type="checkbox"/>		J. Materials in good repair	<input checked="" type="checkbox"/>	

\*8) Random sampling of three (3) Attendance Verification Forms

Child's Name	Current	
	Yes	No
Yohanna Ayala	<input checked="" type="checkbox"/>	
Chyna Brunson	<input checked="" type="checkbox"/>	
Mia Castro	<input checked="" type="checkbox"/>	

\*9) Online Monitoring: VPK Pre-Assessment  Comp  Non-Comp  VPK Post-Assessment  Comp  Non-Comp

10) Observation: Children playing in centers. Madelayne interacts with group painting patterns. Ms. Noble supervises and has many individual interactions. She then plays puppets with a small group. Children join centers as they finish painting.

11) Technical Assistance  Requested  Given  NA For:     

Compliant  Non-Compliant For:     

For Non-Compliance: The provider has 14 calendar days to comply. Failure to do so may result in loss of funds and/or termination of the VPK agreement (page 5 and 6, #42 of VPK Agreement).

Resource Specialist Date of Return

Carol Smith  
Site Representative Signature

Jennifer Mead  
ELC Resource Specialist Signature

\* Denotes Compliance Issue





# VPK - Monitoring Form

Site Name ALPI Queen Townsend II Classroom: F Date: 10/23/18

Observation/Documentation Time: 15 Instructional Hours: X 540 hours      300 hours

- |  | N/A                                 | Comp                                | Non-Comp                 |
|--|-------------------------------------|-------------------------------------|--------------------------|
| *1) License Expiration <u>12/22/18</u>                     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| *2) Accrediting Agency/Expiration _____                    | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| *3) Credentialed Director: <u>Ellen Bradley</u>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *4) Teacher: <u>Hindia Henriquez</u>                       | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *5) Teacher Asst: <u>Sebrena Mullings-Neil</u>             | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *6) Class Ratio: <u>2</u> teacher(s) to <u>14</u> children | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Class Ratio: <u>1:11 or 2:20</u>                           | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *7) Curriculum Compliance: <u>A - J</u>                    | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> |
| Curriculum: <u>Splash</u>                                  | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> |

	Yes	No		Yes	No
A. Lesson plans available and written to reflect daily schedule	<input checked="" type="checkbox"/>	<input type="checkbox"/>	F Teachers responsive and involved with children	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B. Lesson plan indicates FL Performance standards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	G. Peer interaction occurs	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Written schedule is posted and relates to what occurs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	H. Character Education Program implemented	<input checked="" type="checkbox"/>	<input type="checkbox"/>
D. Teaching strategies are developmentally appropriate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	I. Adequate materials accessible for children	<input checked="" type="checkbox"/>	<input type="checkbox"/>
E. Positive methods of discipline used effectively	<input checked="" type="checkbox"/>	<input type="checkbox"/>	J. Materials in good repair	<input checked="" type="checkbox"/>	<input type="checkbox"/>

\*8) Random sampling of three (3) Attendance Verification Forms

Child's Name	Current	
	Yes	No
<u>Carma Accius</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Sahrina Alamin</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Deion Anderson Jr.</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

\*9) Online Monitoring: VPK Pre-Assessment  Comp  Non-Comp  VPK Post-Assessment  Comp  Non-Comp

10) Observation: Children listening to a story about The Three Little Pigs. Questions asked throughout. Hindia asks if it could happen for real - Fiction/make-believe. Children help "read" parts of the story. "What do you think will happen? Why?". Hindia puts items on tables for small group activities.

11) Technical Assistance  Requested  Given  NA For: \_\_\_\_\_

Compliant  Non-Compliant For: \_\_\_\_\_

For Non-Compliance: The provider has 14 calendar days to comply. Failure to do so may result in loss of funds and/or termination of the VPK agreement (page 5 and 6, #42 of VPK Agreement).

Resource Specialist Date of Return  
Carol Smith  
 Site Representative Signature

Jennifer Mead  
 ELC Resource Specialist Signature

\* Denotes Compliance Issue





# VPK - Monitoring Form

Site Name ALPI Queen Townsend II Classroom: H Date: 10/23/18

Observation/Documentation Time: 14 Instructional Hours: X 540 hours 300 hours

- |  | N/A                                 | Comp                                | Non-Comp                            |
|--|-------------------------------------|-------------------------------------|-------------------------------------|
| *1) License Expiration <u>12/22/18</u>                     |                                     | <input checked="" type="checkbox"/> |                                     |
| *2) Accrediting Agency/Expiration _____                    | <input checked="" type="checkbox"/> |                                     |                                     |
| *3) Credentialed Director: <u>Ellen Bradley</u>            |                                     | <input checked="" type="checkbox"/> |                                     |
| *4) Teacher: <u>Emma Terasme (Carrol)</u>                  |                                     | <input checked="" type="checkbox"/> |                                     |
| *5) Teacher Asst: <u>Felicia Hightower</u>                 |                                     | <input checked="" type="checkbox"/> |                                     |
| *6) Class Ratio: <u>2</u> teacher(s) to <u>15</u> children |                                     | <input checked="" type="checkbox"/> |                                     |
|  |                                     |                                     | <input checked="" type="checkbox"/> |
|  |                                     |                                     | <input checked="" type="checkbox"/> |

- \*7) Curriculum Compliance: A - J Curriculum: Splash
- |   | Yes                                 | No |  | Yes                                 | No |
|---|-------------------------------------|----|--|-------------------------------------|----|
| A. Lesson plans available and written to reflect daily schedule | <input checked="" type="checkbox"/> |    | F Teachers responsive and involved with children | <input checked="" type="checkbox"/> |    |
| B. Lesson plan indicates FL Performance standards               | <input checked="" type="checkbox"/> |    | G. Peer interaction occurs                       | <input checked="" type="checkbox"/> |    |
| C. Written schedule is posted and relates to what occurs        | <input checked="" type="checkbox"/> |    | H. Character Education Program implemented       | <input checked="" type="checkbox"/> |    |
| D. Teaching strategies are developmentally appropriate          | <input checked="" type="checkbox"/> |    | I. Adequate materials accessible for children    | <input checked="" type="checkbox"/> |    |
| E. Positive methods of discipline used effectively              | <input checked="" type="checkbox"/> |    | J. Materials in good repair                      | <input checked="" type="checkbox"/> |    |

\*8) Random sampling of three (3) Attendance Verification Forms

Child's Name	Current	
	Yes	No
Noah Catrell Drayton	<input checked="" type="checkbox"/>	
Adyson Sharp	<input checked="" type="checkbox"/>	
Delilah Hyatt	<input checked="" type="checkbox"/>	

\*9) Online Monitoring: VPK Pre-Assessment  Comp  Non-Comp VPK Post-Assessment  Comp  Non-Comp

10) Observation: Children on carpet morning song. One finishes breakfast then joins the group. Children encouraged to move and sing. Children sit for meeting time. "I love the way A. is sitting!" Compound words song. Identify colors and sing color song. Discussion about focusing then Emma shares what children will do at tables.

11) Technical Assistance  Requested  Given  NA For: Oct. dates (#8) should be Sept - please correct

Compliant  Non-Compliant For: \_\_\_\_\_  
 For Non-Compliance: The provider has 14 calendar days to comply. Failure to do so may result in loss of funds and/or termination of the VPK agreement (page 5 and 6, #42 of VPK Agreement).

Resource Specialist Date of Return  
Carol Smith  
 Site Representative Signature

Jennifer Mead  
 ELC Resource Specialist Signature

\* Denotes Compliance Issue





# VPK - Monitoring Form

Site Name ALPI Queen Townsend II Classroom: I Date: 10/23/18

Observation/Documentation Time: 13 Instructional Hours: X 540 hours      300 hours

- |  | N/A                                 | Comp                                | Non-Comp |
|--|-------------------------------------|-------------------------------------|----------|
| *1) License Expiration <u>12/22/18</u>                     |                                     | <input checked="" type="checkbox"/> |          |
| *2) Accrediting Agency/Expiration _____                    | <input checked="" type="checkbox"/> |                                     |          |
| *3) Credentialed Director: <u>Ellen Bradley</u>            |                                     | <input checked="" type="checkbox"/> |          |
| *4) Teacher: <u>Dafney Wynn</u>                            |                                     | <input checked="" type="checkbox"/> |          |
| *5) Teacher Asst: <u>Rendaf McLeod</u>                     |                                     | <input checked="" type="checkbox"/> |          |
| *6) Class Ratio: <u>2</u> teacher(s) to <u>10</u> children |                                     | <input checked="" type="checkbox"/> |          |
| Class Ratio: <u>1:11 or 2:20</u>                           |                                     | <input checked="" type="checkbox"/> |          |
| *7) Curriculum Compliance: A - J                           |                                     |                                     |          |
| Curriculum: <u>Splash</u>                                  |                                     |                                     |          |

	Yes	No		Yes	No
A. Lesson plans available and written to reflect daily schedule	<input checked="" type="checkbox"/>		F Teachers responsive and involved with children	<input checked="" type="checkbox"/>	
B. Lesson plan indicates FL Performance standards	<input checked="" type="checkbox"/>		G. Peer interaction occurs	<input checked="" type="checkbox"/>	
C. Written schedule is posted and relates to what occurs	<input checked="" type="checkbox"/>		H. Character Education Program implemented	<input checked="" type="checkbox"/>	
D. Teaching strategies are developmentally appropriate	<input checked="" type="checkbox"/>		I. Adequate materials accessible for children	<input checked="" type="checkbox"/>	
E. Positive methods of discipline used effectively	<input checked="" type="checkbox"/>		J. Materials in good repair	<input checked="" type="checkbox"/>	

\*8) Random sampling of three (3) Attendance Verification Forms

Child's Name	Current	
	Yes	No
Zuluaga Santiago	<input checked="" type="checkbox"/>	
Stephanie Santibanez	<input checked="" type="checkbox"/>	
Devonta Duval	<input checked="" type="checkbox"/>	

\*9) Online Monitoring: VPK Pre-Assessment  Comp  Non-Comp  VPK Post-Assessment  Comp  Non-Comp

10) Observation: Children seated on carpet for circle. Ms. McLeod talks with children about body parts then sings with them. Dafney calls girls to her table. She talks to them about using words instead of crying when they need something. Two bring chairs to the table. Children given strips of paper to create something - "what can you make? Will everyone make the same/different/unusual?" Boys choose center areas and Ms. McLeod sits with one to count with abacus. Children make an H then glue the strips on another paper. Talk about houses.

11) Technical Assistance  Requested  Given  NA For: \_\_\_\_\_

Compliant  Non-Compliant For: \_\_\_\_\_

For Non-Compliance: The provider has 14 calendar days to comply. Failure to do so may result in loss of funds and/or termination of the VPK agreement (page 5 and 6, #42 of VPK Agreement).

Resource Specialist Date of Return  
Carol Smith

Jennifer Mead  
ELC Resource Specialist Signature

\* Denotes Compliance Issue

# CHILD CARE FOOD INSPECTION REPORT



ALPI FCDO

### Child Care Food Program SITE REVIEW FORM

ALPI

Required Visit: (circle one)

1      2      3      F/U

(For Use by Sponsors of Affiliated  
and Unaffiliated Centers)

Reviewer's Name:

Bessie Armstrong

#### Refer to Instructions Before Completing the Review

DCF License #/Religious Accreditation Info:	Exp. Date	Capacity	Enrollment	Date of Review	Arrival Time	Departure Time
C10P00002	3/31/19	440	89	10/19/18	9:00	3:30

Meals Approved to Claim:

B MS L AS S ES

Meal Observed:

B MS L AS S ES

Non-Meal Review (U's only)

Date of Last Site Review:

6/20/18

Date of Last F/U Review:

CAP Required

Yes  No

Failed 5-Day Test

Yes  No

#### RECORD KEEPING/ELIGIBILITY REQUIREMENTS

	YES	NO	N/A	COMMENTS
1. The center has a current license and operates within its licensed capacity, age limits, and staff/child ratios.	<input checked="" type="checkbox"/>			
2. The center has a current license/permit/certificate, which allows for operation of food service.	<input checked="" type="checkbox"/>			
3. The center has an up-to-date enrollment roster for this fiscal year.	<input checked="" type="checkbox"/>			Date of last inspection: 2/20/18
4. Copies of completed Free and Reduced-Price applications are on file at the center for every child who is claimed as free or reduced.	<input checked="" type="checkbox"/>			
5. Copies of current and complete Enrollment Forms and CCFP Child Participation Forms are on file at the center for every child.	<input checked="" type="checkbox"/>			
6. Copies of complete and accurate Infant Feeding Forms are on file at the center for each child under the age of 12 months, if applicable.	<input checked="" type="checkbox"/>			
7. If for-profit, the center has the required number of low-income children enrolled to be eligible for the CCFP.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
8. The center is taking daily attendance on an approved form and copies of attendance records are accurately maintained at the center for all enrolled children.	<input checked="" type="checkbox"/>			
9. The center retains program records for the current fiscal year plus the prior three years (or number of years on program if less than three years).	<input checked="" type="checkbox"/>			
10. If the center receives catered meal service, a current catering contract is on file that meets DOH policies.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
11. The center followed proper procurement procedures (formal or informal) to secure a catered meal service contract.		<input checked="" type="checkbox"/>		
12. If the initial meal service contract totals \$50,000 or more, the center submitted required documents to the sponsor for DOH written approval before signing contract.		<input checked="" type="checkbox"/>		

#### PHYSICAL ENVIRONMENT/FOOD AND NUTRITION

	YES	NO	N/A	COMMENTS
3. Employees, volunteers, and/or substitutes handling food do not show signs of communicable disease.	<input checked="" type="checkbox"/>			
4. Employees, volunteers, substitutes and children wash their hands properly, frequently, and at appropriate times.	<input checked="" type="checkbox"/>			
5. Food is obtained from approved sources that meet federal and state health standards.	<input checked="" type="checkbox"/>			
6. Refrigeration units are maintained at 41° F or below and freezers are maintained at 0° F or below.	<input checked="" type="checkbox"/>			
7. Cleaning supplies are stored separately from food.	<input checked="" type="checkbox"/>			
8. There is no evidence of rodent or insect infestation.	<input checked="" type="checkbox"/>			
9. Potentially hazardous foods are maintained, and (if catered), delivered at the proper temperatures.	<input checked="" type="checkbox"/>			
10. Prepared food is stored in clean, covered containers that are clearly labeled and marked with date of preparation.	<input checked="" type="checkbox"/>			
11. Proper procedures are followed for washing, rinsing, sanitizing utensils, food preparation equipment, and food contact surfaces.	<input checked="" type="checkbox"/>			



**MEAL OBSERVATION**

	YES	NO	N/A	COMMENTS
22. Posted Menu:				Observed Meal: <input type="checkbox"/> Same as posted menu
23. The observed meal was served at the proper time.	✓			<i>Clay posted in files only. Staff sent copies to classroom(s).</i>
24. The observed meal corresponds to the posted menu.	✓			
25. The observed meal contains all required components, served in the required quantities. If no, list any missing and/or inadequate components:	✓			
26. If catered, the observed meal meets all requirements of the Catering Contract, including delivery, receipt and service. (Refer to Catering Contract Review).		NA		
27. All the meals on the posted weekly or monthly menu meet minimum CCFP meal pattern requirements.* Refer to Meal Pattern and Menu Review Guidance.	✓			
28. If using commercially processed/main dish combination foods, the center is following regulatory guidelines.*	✓			
29. Ready-to-eat cereal products served contain no more than 6 grams of sugar, per serving.*	✓			
30. One grain serving per day, across all eating occasions, is 100% whole grain.	✓			
31. Grain based desserts are not served as part of a reimbursable meal.*	✓			
32. Juice is served no more than once a day.*	✓			
33. Flavored milk is not served to children under 6 years of age.*	✓			
34. Flavored milk is fat-free (skim) or low-fat (1%) milk, and served only to children 6 years and older.*	✓			
35. Low-fat (1%) and/or fat-free (skim) milk is being served to children age 2 and older.*	✓			
36. The observed meal contains a variety of colors, textures, etc.	✓			
37. The center follows regulatory requirements for feeding infants.*	✓			
38. If applicable, parent notes and/or medical statements are maintained on file authorizing menu substitutions.*	✓			
39. An accurate meal count is taken at the point of service and recorded within one hour of meal service.*	✓			
40. If required, the center records meal counts by name.*	✓			
41. If taking meal counts by name, or by individual classrooms, the site consolidates them on the Monthly Meal Count Record form on a daily basis.*		✓		

**TRAINING AND MONITORING**

	YES	NO	N/A	COMMENTS
42. Program staff has attended required sponsor training.	✓			
43. Issues of non-compliance noted on previous reviews have been completely and permanently corrected.			✓	

**CIVIL RIGHTS**

	YES	NO	N/A	COMMENTS
44. The organization allows equal access to its site and provides meals regardless of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.	✓			
45. The "And Justice for All" poster is posted in a conspicuous place.	✓			
46. The WIC flyer and Building for the Future letter are posted in a conspicuous place or distributed to parents.	✓			

47. Record meal count by child's racial/ethnic categories below:

Ethnicity (Combined ethnicity total should equal the observed meal count)			Race (Children can be counted in more than one race category; combined race total can be more than combined ethnicity total but cannot be less)					
HISPANIC OR LATINO	NOT HISPANIC OR LATINO	ETHNICITY TOTAL	AMERICAN INDIAN or ALASKAN NATIVE	WHITE	BLACK or AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER	RACE TOTAL
32				16	19			68

48. If any civil rights problems are identified in questions #44-47 above, please provide an explanation in the Review Summary.  N/A

49. Meal count on day of review \_\_\_\_\_ Do not complete for a non-meal review (U's only)

Record meal counts for the same meal type observed on the day of the visit for each of the previous 5 consecutive meal service days. Use the 5 previous weekend day meal counts for weekend reviews.

$$\boxed{71} + \boxed{74} + \boxed{70} + \boxed{76} + \boxed{76} = \boxed{367} \text{ Meal Count Total}$$

$$\text{Divided by } 5 = \boxed{74} \text{ Average} \times .85 = \boxed{63}$$

Dates: 10/18   10/17   10/16   10/12   10/11

50. Is the number of meals served on the day of the review equal to or greater than 85% of the average? Yes  No   
 If "Yes", the center "passed" the 5-Day test. If "No", obtain an explanation.

51. If #50 was answered "No," was the explanation provided adequate? Yes  (Center "passed" 5-Day Test)  
 No  (Center "failed" 5-Day Test; CAP and follow-up are required)

5-DAY RECONCILIATION

52.

Date	Enrollment Total	Attendance Total	Total Meal Counts					
			Breakfast	Morning Snack	Lunch	Afternoon Snack	Supper	Evening Snack
10/18	89	71	69		71	61		
10/17	89	74	74		72	59		
10/16	89	70	70		69	61		
10/12	89	75	75		76	65		
10/11	89	76	76		76	64		

53. Do any meal counts for the five consecutive days reviewed exceed the center's licensed capacity or ratio limits? Yes  No   
 If yes, is the center approved to provide the same meal type(s) during different shifts? Yes  No

54. Do any meal counts for the five consecutive days reviewed exceed the documented enrollment or attendance for those days? Yes  No

Note: If meal counts, enrollment records and attendance records cannot be reconciled, a meal disallowance may be necessary.

REVIEW AND SUMMARY	YES	NO	N/A	COMMENTS
55. Is a disallowance required?		<input checked="" type="checkbox"/>		
56. Is a Corrective Action Plan (CAP) required?		<input checked="" type="checkbox"/>		
57. Is a Follow-Up review required?		<input checked="" type="checkbox"/>		
58. Is a Warning Letter being issued? (Sponsors of Unaffiliated Centers only)		<input checked="" type="checkbox"/>		



ITEM #

REVIEW SUMMARY

Additional assistance needed  
in classroom #1 (EHS) during  
feeding time.

Equipment - Dishwasher needs  
replacing in the near  
future.

(Will check prices  
and budget)

A corrective action plan (CAP) addressing the issues of noncompliance identified above must be received by the sponsor by close of business on \_\_\_\_\_. The CAP must describe those actions being taken to correct each issue of noncompliance and the date by which each issue of noncompliance will be corrected.

TRAINING MATERIALS PROVIDED: \_\_\_\_\_

Center Representative: X Stacy Scott

Date 10/19/18

Sponsor Representative: Bessie Chemistry

Date 10/19/18

Sponsor's Second Party Check: \_\_\_\_\_

Date \_\_\_\_\_

# Attachment for Monitoring

## Record Meal Count by Racial / Ethnic Categories

Date Monitored: 10/19/18

Center Name: ALPI FCDC

	Rm 1	Rm 2	Rm 3	Rm 4	Rm 5	Rm 6	Rm 7	Rm 8	Rm 9	Rm 10	Rm 11	Rm 12	Rm 13	Rm 14	Total
Hispanic		3		3	4	3	1	2	7	8					$\frac{16}{15}$ 31
White	1			2	1	1		2	3	5					15
Black	2	3		1	3	2	2	1		3					
Asian															
Haitian	1														
<b>Total</b>	<del>4</del>	<del>6</del>	4	6	8	4	3	5	10	17					<b>68</b>

Comments: Menu changed available in Kipper  
not posted on bulletin boards for parents.  
I/A- Laid Food Service posted at once  
made additional copies.  
Lunch time - early Schol Readers / VPK

Supplies Needed: none noted at this time

Baby Room need assistance  
during meal time extremely  
stressful.



**CLUSTER MONTHLY DISABILITY REPORT**



**CLUSTER MONTHLY DISABILITY REPORT**  
Local Program Information  
2018

CLUSTER CODE:

Agency Name: ALPI FROSTPROOF

Date Form completed: 10/29/2018

TONI JONES  
Person Completing This Form

JAN  FEB  MAR  APR  MAY  JUNE  
 JULY  AUG  SEPT  OCT  NOV  DEC

Information from all Delegates included  YES  NO  N/A

SECTION A: DISABILITY CHILD INFORMATION									
		HS	EHS	DELEGATE		HS	EHS	DELEGATE	
	Funded Enrollment		76						
	Actual Enrollment		76						
CHILDREN WITH DISABILITIES					TOTAL NUMBER WITH DISABILITIES				
1	Health Impairments		0		13		0		How many age 0?
2	Emotional/Behavior Disorders		0		14		0		How many age 1?
3	Speech/Language Impairments		0		15		1		How many age 2?
4	Mental Retardation		0		16		0		How many age 3?
5	Hearing Impairments/Deafness		0		17		0		How many age 4?
6	Orthopedic Impairments		0		18		0		How many age 5?
7	Visual Impairments/Blind		0		19		0		How many over income?
8	Learning Disabilities		0		20		1		How many pre-diagnosed?
9	Autism		0		21				How many dropped to date?
10	Traumatic Brain Injury		0		22		1		How many IEP's/FSP current
11	Other Impairments		1		23		0		How many evaluated and Found not eligible?
12	Total With Disabilities		0		24		2		How many suspected?

SECTION B: QUESTIONNAIRE	
1. Any specific request for training and technical assistance?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, please explain.
2. Any specific problems with coordination of disability services?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
3. Other Comments:	Sebastian Najera is a returning child with an IFSP. On 8-29-18, Je'Niya Smith & Noel Quintero was referred to Early Steps on 10-24-18.



**CHILDREN SERVICES COUNCIL OF ST. LUCIE COUNTY  
COMPUTER ASSISTANCE PROGRAM (CAT)  
QUARTERLY REPORT**

## Children's Services Council of St. Lucie County

### 2017-18 - Quarter 4 Reporting

#### ALPI - Computer Assisted Tutorial (C.A.T.)

Form Packet Status: Submitted

#### Form Packet Submission Details

Submission Confirmation Email Sent To: mrodriguez@alpi.org

Submitted By: Myrna Rodriguez on 10/15/2018 at 11:52 AM (CST)

#### ALPI - Computer Assisted Tutorial (C.A.T.)

#### Quarter 4 Report FY 17/18

#### Population Served

#### Outcome Statement: Actively Served Population vs. Contracted Goals

##### Target Population to be Served

	Contracted Goal
Individual Children #	90
Group Children #	0
Individual Adults #	0
Group Adults #	0
Families #	59

##### Actively Served Data

	Active Clients Q1	New Clients Q2	New Clients Q3	New Clients Q4	Total
Individual Children #	63	35	56	18	172.00
Group Children #	0	0	0	0	0.00
Individual Adults #	0	0	0	0	0.00
Group Adults #	0	0	0	0	0.00
Families #	36	21	43	12	112.00

#### Outcome

##### Outcome Statement:

**Outcome 1: 90% of enrolled students will maintain program attendance for a minimum of 3 days per week as measured by the weekly attendance roster.**



### Progress

During this reporting period a total of 53 students were served; however, six of the 53 students drop from the program due to other activities.

	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total for Year
Actual Clients Achieving #	35	15	47	47	144
Actual Clients #	63	35	56	53	207
Actual Percent Achieving	55.56	42.86	83.93	88.68	69.57

### Outcome Statement:

#### Outcome 2:

Improve or maintain academic performance for 90% of students enrolled over a minimum of 9 weeks as measured by cumulative grade point average in accordance with the nine-week reports which will be the last end of the year report card or last report card prior to enrolling in the program.

### Progress

During this reporting period, the program was not able to measure the students academic progress due to report cards are not available until the first 9th weeks of the school year (October 31, 2018).

	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total for Year
Actual Clients Achieving #	63	34	30	0	127
Actual Clients #	63	35	56	29	183
Actual Percent Achieving	100.00	97.14	53.57	0.00	69.40

### Outcome Statement:

#### Outcome 3:

There will be fewer than 3 unexcused school absences for 90% of enrolled students during each nine week period as measured by report cards.

### Progress

During this reporting period, a total of 53 students were served; however, 6 students drop the program and 18 students have not attended the program a minimum of 9 weeks, leaving 27 actual clients achieving.

	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total for Year
Actual Clients Achieving #	43	34	30	27	134
Actual Clients #	63	35	56	29	183
Actual Percent Achieving	68.25	97.14	53.57	93.10	73.22

**Outcome Statement:**

**Outcome 4: Increase the judgment, decision making, and social interaction skills of program participants enrolled in the program for at least 8 weeks so that 90% of the participants will not have detentions or discipline referrals at school or in the program while active through September 2018.**

**Progress**

During this period, all enrolled students received individual mentoring, coaching, and counseling as necessary to increase their judgement, decision-making and social interaction skills to reduce or eliminate detentions or discipline referrals.

	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total for Year
Actual Clients Achieving #	63	35	56	47	201
Actual Clients #	63	35	56	53	207
Actual Percent Achieving	100.00	100.00	100.00	88.68	97.10



**ALPI - Computer Assisted Tutorial (C.A.T.)****Spotlight Success Story****Outcome Success story**

**Agency Contact for  
Success Story:** Anna Holmes

**Phone Number for  
Success Story:** (772) 466-2631

**Geographic community  
represented by the  
success story:** North Fort Pierce 34950

**Restate the outcome the story links to:**

Increase the judgement, decision-making, and social interaction skills of program participants.

**Success Story:**

During this reporting period is about Teshon Prince. When he started the program he was facing challenges academically and interacting with other. His behavior was causing him to make poor decisions. with guidance and mentoring he has demonstrated improvements in both academics and decision making skills.

**Permission to Use Publicly**

**Children's Services of St. Lucie County is granted permission to use the information provided on this form publicly.**

Yes

**COMMUNITY SERVICE BLOCK GRANT  
FOCUS QUARTERLY REPORT**



FFY 2018 CSBG QUARTERLY FOCAS REPORT

Agency: The Agricultural and Labor Program, Incorporated (ALPI)  
 Agreement #: 1758-0D-07-63-08-001

Contact: Al Miller, Deputy Director  
 Phone: (863) 956-3491  
 Email: amiller@alpi.org

Module 2: Expenditures and Allocations									
	Expected Allocations	Actual Year-to-Date Progress	Actual Year-to-Date Progress (%)	1st Quarter Progress Achieved this Quarter	2nd Quarter Progress Achieved this Quarter	3rd Quarter Progress Achieved this Quarter	4th Quarter Progress Achieved this Quarter		
A2k Total CSBG Expenditures	\$ 1,133,979.00	\$ 1,039,900.00	91.70%	\$ 290,905.00	\$ 131,716.00	\$ 372,375.00	\$ 244,904.00		
C3n Total: Non-CSBG Federal Resources Allocated	\$ 11,752,531.00	\$ 11,050,718.00	94.03%	\$ 3,278,239.00	\$ 3,527,987.00	\$ 2,128,670.00	\$ 2,115,822.00		
C4p Total: State Resources Allocated	\$ 2,131,383.00	\$ 1,610,972.00	75.58%	\$ 456,770.00	\$ 601,262.00	\$ 247,778.00	\$ 305,162.00		
C5e Total: Local Resources Allocated	\$ 104,929.00	\$ 98,086.00	93.48%	\$ 13,478.00	\$ 32,918.00	\$ 9,095.00	\$ 42,595.00		
C6g Total: Private Sector Resources Allocated	\$ 2,327,526.00	\$ 2,035,940.00	87.47%	\$ 63,649.00	\$ 597,153.00	\$ 249,734.00	\$ 1,125,404.00		
C7 Total Non-CSBG Resources Allocated: (Federal, State, Local & Private)	\$ 16,316,369.00	\$ 14,795,716.00	90.68%	\$ 3,812,136.00	\$ 4,759,320.00	\$ 2,695,277.00	\$ 3,588,983.00		
C8 Total Resources in CSBG Eligible Entity (including CSBG)	\$ 17,450,348.00	\$ 15,835,616.00	90.75%	\$ 4,103,041.00	\$ 4,891,036.00	\$ 3,007,652.00	\$ 3,833,887.00		

Number of Clients Served									
	Expected to be Achieved	Actual Year-to-Date Progress	Actual Year-to-Date Progress (%)	1st Quarter Progress Achieved this Quarter	2nd Quarter Progress Achieved this Quarter	3rd Quarter Progress Achieved this Quarter	4th Quarter Progress Achieved this Quarter		
A Total Number of Individuals Served	37,000	25346	68.50%	6,966	14,149	1432	2799		
B Total Number of Households Served	12,000	8961	74.68%	2,271	4,944	542	1204		

Module 2, Section B: CSBG Eligible Entity Capacity Building									
	Expected to be Achieved	Actual Year-to-Date Progress	Actual Year-to-Date Progress (%)	1st Quarter Progress Achieved this Quarter	2nd Quarter Progress Achieved this Quarter	3rd Quarter Progress Achieved this Quarter	4th Quarter Progress Achieved this Quarter		
B2 Hours of Agency Capacity Building (e.g. training, planning, assessment):	Hours	Hours	Progress (%)	Hours	Hours	Hours	Hours		
B2a Hours of Board Members in capacity building activities	250	359	143.60%	40	196	45	78		
B2b Hours of Agency Staff in capacity building activities	2500	8132.7	325.31%	0	4903.5	1292.7	1936.5		
B3 Volunteer Hours of Agency Capacity Building (e.g. program support, service delivery, fundraising):	Hours	Hours	Progress (%)	Hours	Hours	Hours	Hours		
B3a Total number of volunteer hours donated to the agency	8,100	18477	228.11%	6630	247	10296	1304		
B3a.1 Of the above, the total number of volunteer hours donated by individuals with low-incomes	7,800	11601	148.73%	299	4,750	5346	1206		
B4 The number of staff who hold certifications that increase agency capacity to achieve family and community outcomes, as measured by one or more of the following:	Number	Number	Progress (%)	Number	Number	Number	Number		
B4a Number of Nationally Certified ROMA Trainers	2	2	100.00%	2	0	0	0		
B4b Number of Nationally Certified ROMA Implementers	0	0		0	0	0	0		
B4c Number of Certified Community Action Professionals (CCAP)	1	2	200.00%	1	0	0	1		
B4d Number of Staff with a child development certification	5	21	420.00%			9	12		
B4e Number of Staff with a family development certification	0								
B4f Number of Staff with Home Energy Professional Certifications	1	1	100.00%	0	1	0	0		
B4g.1 Number of Energy Auditors	0								
B4g.2 Number of Retrofit Installer Technicians	0								
B4g.3 Number of Crew Leaders	0								
B4g.4 Number of Quality Control Inspectors (QCI)	0								
B4h Number of LEED Risk Certified assessors	0								
B4i Number of Building Performance Institute (BPI) certified professionals	0								
B4j Number of Classroom Assessment Scoring System (CLASS) certified professionals	0								
B4k Number of Certified Housing Quality Standards (HQS) Inspectors	0								
B4l Number of American Institute of Certified Planners (AICP)	0								
B4m *Other (Please specify):	0								
*Other (Please specify):	0								







Indicator	Description	Target #	Number	Progress (%)	Number	Percent	Number	Percent
CNPI 2j	Percent increase in high school (or high school equivalency) graduation rate in the identified community.	0.00%						
CNPI 2k	Percent increase of the rate of youth in the identified community who attend post-secondary education.	0.00%						
CNPI 2l	Percent increase of the rate of youth in the identified community who graduate from post-secondary education.	0.00%						
CNPI 2m	Percent increase of adults in the identified community who attend post-secondary education.	0.00%						
CNPI 2n	Percent increase of adults in the identified community who graduate from post-secondary education.	0.00%						
CNPI 2o	Percent increase in the adult literacy rate in the identified community.	0.00%						
CNPI 2z	Other Rates of Change for Education and Cognitive Development Indicators - Please specify below.	Target %	Percent	Progress (%)	Percent	Percent	Percent	Percent
CNPI 2z.4								
CNPI 2z.5								
CNPI 2z.6								

**Infrastructure and Asset Building Indicators**

Indicator	Description	Target #	Number	Progress (%)	Number	Percent	Number	Percent
CNPI 3	Counts of Change for Infrastructure and Asset Building Indicators							
CNPI 3a	Number of new accessible assets/resources created in the identified community:							
CNPI 3a.1	Commercial	0						
CNPI 3a.2	Financial	0						
CNPI 3a.3	Technological/ Communications (e.g. broadband)	0						
CNPI 3a.4	Transportation	0						
CNPI 3a.5	Recreational (e.g. parks, gardens, libraries)	0						
CNPI 3a.6	Other Public Assets/Physical Improvements	0						
CNPI 3b	Number of existing assets/resources made accessible to the identified community:							
CNPI 3b.1	Commercial	0						
CNPI 3b.2	Financial	0						
CNPI 3b.3	Technological/ Communications (e.g. broadband)	0						
CNPI 3b.4	Transportation	0						
CNPI 3b.5	Recreational (e.g. parks, gardens, libraries)	0						
CNPI 3b.6	Other Public Assets/Physical Improvements	0						
CNPI 3z	Other Counts of Change for Infrastructure and Asset Building Indicators - Please specify below.	Target #	Number	Progress (%)	Number	Percent	Number	Percent
CNPI 3z.1								
CNPI 3z.2								
CNPI 3z.3								

Indicator	Description	Target %	Percent	Progress (%)	Percent	Percent	Percent	Percent
CNPI 3	Rates of Change for Infrastructure and Asset Building Indicators							
CNPI 3c	Percent decrease of abandoned or neglected buildings in the identified community.	0.00%						
CNPI 3d	Percent decrease in emergency response time measured in minutes in the identified community. (EMT, Police, Fire, etc.).	0.00%						
CNPI 3e	Percent decrease of predatory lenders and/or lending practices in the identified community.	0.00%						
CNPI 3f	Percent decrease of environmental threats to households (toxic soil, radon, lead, air quality, quality of drinking water, etc.) in the identified community.	0.00%						
CNPI 3g	Percent increase of transportation services in the identified community.							
CNPI 3z	Other Rates of Change for Infrastructure and Asset Building Indicators - Please specify below.	Target %	Percent	Progress (%)	Percent	Percent	Percent	Percent
CNPI 3z.4								
CNPI 3z.5								
CNPI 3z.6								

**Housing Indicators**

Indicator	Description	Target #	Number	Progress (%)	Number	Percent	Number	Percent
CNPI 4	Counts of Change for Housing Indicators							
CNPI 4a	Number of safe and affordable housing units developed in the identified community (e.g. built or set aside units for people with low incomes).	0			0		0	
CNPI 4b	Number of safe and affordable housing units maintained and/or improved through WAP or other rehabilitation efforts in the identified community.	58	58	100.00%	57	0	1	0
CNPI 4c	Number of shelter beds created in the identified community.	0						
CNPI 4d	Number of shelter beds maintained in the identified community.	0						
CNPI 4z	Other Counts of Change for Housing Indicators - Please specify below.	Target #	Number	Progress (%)	Number	Percent	Number	Percent
CNPI 4z.1								
CNPI 4z.2								
CNPI 4z.3								

Indicator	Description	Target %	Percent	Progress (%)	Percent	Percent	Percent	Percent
CNPI 4	Rates of Change for Housing Indicators							
CNPI 4e	Percent decrease in the rate of homelessness in the identified community.	0.00%						
CNPI 4f	Percent decrease in the foreclosure rate in the identified community.	0.00%						
CNPI 4g	Percent increase in the rate of home ownership of people with low incomes in the identified community.	0.00%						
CNPI 4h	Percent increase of affordable housing in the identified community.	0.00%						



Indicator	Description	Target %	Percent	Progress (%)	Number	Percent	Number	Percent	Number	Percent
CNPI 4i	Percent increase of shelter beds in the identified community.	0.00%								
CNPI 4z	<b>Other Rates of Change for Housing Indicators - Please specify below.</b>									
CNPI 4z 4										
CNPI 4z 5										
CNPI 4z 6										

**Health and Social/Behavioral Indicators**

Indicator	Description	Target %	Percent	Progress (%)	Number	Percent	Number	Percent	Number	Percent
CNPI 5	<b>Rates of Change for Health and Social/Behavioral Indicators</b>									
CNPI 5a	Number of accessible and affordable physical health assets or resources created in the identified community.	0								
CNPI 5b	Number of accessible and affordable behavioral and mental health assets or resources created in the identified community.	0								
CNPI 5c	Number of public safety assets and resources created in the identified community.	0								
CNPI 5d	Number of accessible and affordable healthy food resources created in the identified community.	0								
CNPI 5e	Number of activities designed to improve police and community relations within the identified community.	0								
CNPI 5z	<b>Other Counts of Change for Health and Social/Behavioral Indicators - Please specify below.</b>									
CNPI 5z 1										
CNPI 5z 2										
CNPI 5z 3										
CNPI 5	<b>Rates of Change for Physical Health, Wellbeing, and Development Indicators</b>									
CNPI 5f	Percent decrease in infant mortality rate in the identified community.	0.00%								
CNPI 5g	Percent decrease in childhood obesity rate in the identified community.	0.00%								
CNPI 5h	Percent decrease in adult obesity rate in the identified community.	0.00%								
CNPI 5i	Percent increase in child immunization rate in the identified community.	0.00%								
CNPI 5j	Percent decrease in uninsured families in the identified community.	0.00%								
CNPI 5	<b>Rates of Change for Behavioral and Mental Health, Emotional Wellbeing, and Development Indicators</b>									
CNPI 5k	Percent decrease in the teen pregnancy rate in the identified community.	0.00%								
CNPI 5l	Percent decrease in unplanned pregnancies in the identified community.	0.00%								
CNPI 5m	Percent decrease in substance abuse rate in the identified community (e.g. cigarettes, prescription drugs, narcotics, alcohol).	0.00%								
CNPI 5n	Percent decrease in domestic violence rate in the identified community.	0.00%								
CNPI 5o	Percent decrease in the child abuse rate in the identified community.	0.00%								
CNPI 5p	Percent decrease in the child neglect rate in the identified community.	0.00%								
CNPI 5q	Percent decrease in the elder abuse rate in the identified community.	0.00%								
CNPI 5r	Percent decrease in the elder neglect rate in the identified community.	0.00%								
CNPI 5	<b>Rates of Change for Public Safety Indicators</b>									
CNPI 5s	Percent decrease in recidivism rate in the identified community.	0.00%								
CNPI 5t	Percent decrease in non-violent crime rate in the identified community.	0.00%								
CNPI 5u	Percent decrease in violent crime rate in the identified community.	0.00%								
CNPI 5v	Percent decrease in teens involved with the juvenile court system in the identified community.	0.00%								
CNPI 5z	<b>Other Rates of Change for Health and Social/Behavioral Indicators - Please specify below.</b>									
CNPI 5z 4										
CNPI 5z 5										
CNPI 5z 6										

**Civic Engagement and Community Involvement Indicators**

Indicator	Description	Target %	Percent	Progress (%)	Number	Percent	Number	Percent	Number	Percent
CNPI 6 G2	<b>Rates of Change for Civic Engagement and Community Involvement Indicators</b>									
CNPI 6 G2a	Percent increase of donated time to support the CSBG Eligible Entity's delivery of services and/or implementation of strategies to address conditions of poverty in the identified community.	0.00%								
CNPI 6 G2b	Percent increase of donated resources to support the CSBG Eligible Entity's delivery of services and/or implementation of strategies to address conditions of poverty in the identified community.	0.00%								
CNPI 6 G2c	Percent increase of people participating in public hearings, policy forums, community planning, or other advisory boards related to the CSBG Eligible Entity's delivery of service and/or implementation of strategies to address conditions of poverty in the identified community.	0.00%								
CNPI 6 G2z	<b>Other Rates of Change for Civic Engagement and Community Involvement Indicators - Please specify below.</b>									
CNPI 6 G2z 1										
CNPI 6 G2z 2										
CNPI 6 G2z 3										



<p align="center"><b>Module 3, Section B: Community National Performance Indicators (CNPIs)</b>                      Goal 3: People with low-incomes are engaged and active in building opportunities in communities.</p>									
<p align="center"><b>Civic Engagement and Community Involvement Indicators</b></p>									
CNPI 6 G3	Rates of Change for Civic Engagement and Community Involvement Indicators	Expected to be Achieved	Actual Year-to-Date Progress	Actual Year-to-Date Progress (%)	1st Quarter Progress Achieved this Quarter	2nd Quarter Progress Achieved this Quarter	3rd Quarter Progress Achieved this Quarter	4th Quarter Progress Achieved this Quarter	
	Percent increase of people with low incomes who support the CSBG Eligible Entity's delivery of service and/or implementation of strategies to address conditions of poverty in the identified community.	Target %	Percent	Progress (%)	Percent	Percent	Percent	Percent	
CNPI 6 G3a	Percent increase of people with low incomes who support the CSBG Eligible Entity's delivery of service and/or implementation of strategies to address conditions of poverty in the identified community.	0.00%							
CNPI 6 G3b	Percent increase of people with low incomes who acquire and maintain leadership roles with the CSBG Eligible Entity or other organizations within the identified community.	0.00%							
CNPI 6 G3z	Other Rates of Change for Civic Engagement and Community Involvement Indicators - Please specify below.								
CNPI 6 G3z-1									
CNPI 6 G3z-2									
CNPI 6 G3z-3									

<p align="center"><b>Module 4, Section A: Individual and Family National Performance Indicators (FNPIs)</b>                      Goal 1: Individuals and Families with low incomes are stable and achieve economic security.</p>									
<p align="center"><b>Employment Indicators</b></p>									
FNPI 1	Employment	Expected to be Achieved	Actual Year-to-Date Progress	Actual Year-to-Date Progress (%)	1st Quarter Progress Achieved this Quarter	2nd Quarter Progress Achieved this Quarter	3rd Quarter Progress Achieved this Quarter	4th Quarter Progress Achieved this Quarter	
	The number of unemployed youth who obtained employment to gain skills or income.	Target #	Number	Progress (%)	Number	Number	Number	Number	
FNPI 1a	The number of unemployed youth who obtained employment to gain skills or income.	2	2	100.00%	0	0	2	0	
FNPI 1b	The number of unemployed adults who obtained employment (up to a living wage).	75	32	42.67%	50	3	-31	10	
FNPI 1c	The number of unemployed adults who obtained and maintained employment for at least 90 days (up to a living wage).	65	27	41.54%	36	4	-15	2	
FNPI 1d	The number of unemployed adults who obtained and maintained employment for at least 180 days (up to a living wage).	45			0	0	n/a	n/a	
FNPI 1e	The number of unemployed adults who obtained employment (with a living wage or higher).	0			0	0			
FNPI 1f	The number of unemployed adults who obtained and maintained employment for at least 90 days (with a living wage or higher).	0			0	0			
FNPI 1g	The number of unemployed adults who obtained and maintained employment for at least 180 days (with a living wage or higher).	0			0	0			
FNPI 1	Employment	Target #	Number	Progress (%)	Number	Number	Number	Number	
FNPI 1h	The number of employed participants in a career-advancement related program who entered or transitioned into a position that provided increased income and/or benefits.	17	5	29.41%	3	1	0	1	
FNPI 1h 1	Of the above, the number of employed participants who increased income from employment through wage or salary amount increase.	10	5	50.00%	3	1	0	1	
FNPI 1h 2	Of the above, the number of employed participants who increased income from employment through hours worked increase.	2			0	0	0	0	
FNPI 1h 3	Of the above, the number of employed participants who increased benefits related to employment.	5			0	0	0	0	
FNPI 1z	Other Employment Outcome Indicator	Target #	Number	Progress (%)	Number	Number	Number	Number	
FNPI 1z-1	The number of individuals or households								

<p align="center"><b>Education and Cognitive Development Indicators</b></p>									
FNPI 2	Education and Cognitive Development	Expected to be Achieved	Actual Year-to-Date Progress	Actual Year-to-Date Progress (%)	1st Quarter Progress Achieved this Quarter	2nd Quarter Progress Achieved this Quarter	3rd Quarter Progress Achieved this Quarter	4th Quarter Progress Achieved this Quarter	
	The number of children (0 to 5) who demonstrated improved emergent literacy skills.	Target #	Number	Progress (%)	Number	Number	Number	Number	
FNPI 2a	The number of children (0 to 5) who demonstrated improved emergent literacy skills.	831	61	7.34%	0	61	0	0	
FNPI 2b	The number of children (0 to 5) who demonstrated skills for school readiness.	831			0	0	0	0	
FNPI 2c	The number of children and youth who demonstrated improved positive approaches toward learning, including improved attention skills. (auto total).	941	1113	118.28%	0	1052	42	19	
FNPI 2c 1	Early Childhood Education (ages 0-5)								
FNPI 2c 2	1st grade-8th grade								
FNPI 2c 3	9th grade-12th grade								
FNPI 2d	The number of children and youth who are achieving at basic grade level (academic, social, and other school success skills). (auto total)	941	1113	118.28%	0	546	0	567	
FNPI 2d 1	Early Childhood Education (ages 0-5)	831	959	115.40%	0	452	0	507	
FNPI 2d 2	1st grade-8th grade	110	154	140.00%	0	94	0	60	
FNPI 2d 3	9th grade-12th grade	0			0	0	0	0	
FNPI 2e	The number of parents/caregivers who improved their home environments.	550	364	66.18%	0	223	103	38	
FNPI 2f	The number of adults who demonstrated improved basic education.	120	128	106.67%	0	0	0	128	
FNPI 2g	The number of individuals who obtained a high school diploma and/or obtained an equivalency certificate or diploma.	135	99	73.33%	0	0	0	99	
FNPI 2h	The number of individuals who obtained a recognized credential, certificate, or degree relating to the achievement of educational or vocational skills.	45	30	66.67%	0	5	3	22	
FNPI 2i	The number of individuals who obtained an Associate's degree.	2	45	2250.00%	0	0	0	45	
FNPI 2j	The number of individuals who obtained a Bachelor's degree.	2	9	450.00%	0	0	0	9	
FNPI 2z	Other Education and Cognitive Development Outcome Indicator	Target #	Number	Progress (%)	Number	Number	Number	Number	
FNPI 2z-1	The number of individuals or households								



**Income and Asset Building Indicators**

Indicator	Target #	Number	Progress (%)	Number	Number	Number
<b>FNPI 3 Income and Asset Building Indicators</b>						
FNPI 3a The number of individuals who achieved and maintained capacity to meet basic needs for <b>90 days</b> .	20	0		0	0	0
FNPI 3b The number of individuals who achieved and maintained capacity to meet basic needs for <b>180 days</b> .	20	0		0	0	0
FNPI 3c The number of individuals who opened a <b>savings account or IRA</b> .	0	0		0	0	0
FNPI 3d The number of individuals who <b>increased their savings</b> .	0	0		0	0	0
FNPI 3e The number of individuals who used their savings to <b>purchase an asset</b> .	0	0		0	0	0
FNPI 3e 1 Of the above, the number of individuals who <b>purchased a home</b> .	0	0		0	0	0
FNPI 3f The number of individuals who <b>improved their credit scores</b> .	0	0		0	0	0
FNPI 3g The number of individuals who <b>increased their net worth</b> .	0	0		0	0	0
FNPI 3h The number of individuals engaged with the Community Action Agency who report <b>improved financial well-being</b> .	50	0		0	0	0
<b>FNPI 3z Other Income and Asset Building Outcome Indicator</b>						
FNPI 3z 1 The number of individuals or households	Target #	Number	Progress (%)	Number	Number	Number

**Housing Indicators**

Indicator	Target #	Number	Progress (%)	Number	Number	Number
<b>FNPI 4 Housing</b>						
FNPI 4a The number of households experiencing homelessness who obtained <b>safe temporary shelter</b> .	15	70	466.67%	0	18	42
FNPI 4b The number of households who obtained <b>safe and affordable housing</b> .	150	445	296.67%	1	83	242
FNPI 4c The number of households who maintained <b>safe and affordable housing for 90 days</b> .	75			0	0	0
FNPI 4d The number of households who maintained <b>safe and affordable housing for 180 days</b> .	50			0	0	0
FNPI 4e The number of households who <b>avoided eviction</b> .	20	89	445.00%	1	37	47
FNPI 4f The number of households who <b>avoided foreclosure</b> .	5	10	200.00%	0	0	1
FNPI 4g The number of households who <b>experienced improved health and safety</b> due to improvements within their home (e.g. reduction or elimination of lead, radon, carbon dioxide and/or fire hazards or electrical issues, etc).	0			0	0	0
FNPI 4h The number of households with <b>improved energy efficiency and/or energy burden reduction</b> in their homes.	0			0	0	0
<b>FNPI 4z Other Housing Outcome Indicator</b>						
FNPI 4z 1 The number of individuals or households	Target #	Number	Progress (%)	Number	Number	Number

**Health and Social/Behavioral Development Indicators**

Indicator	Target #	Number	Progress (%)	Number	Number	Number
<b>FNPI 5 Health and Social/Behavioral Development</b>						
FNPI 5a The number of individuals who demonstrated <b>increased nutrition skills</b> (e.g. cooking, shopping, and growing food).	0			0	0	0
FNPI 5b The number of individuals who demonstrated <b>improved physical health and well-being</b> .	0			0	0	0
FNPI 5c The number of individuals who demonstrated <b>improved mental and behavioral health and well-being</b> .	0			0	0	0
FNPI 5d The number of individuals who <b>improved skills</b> related to the adult role of parents/ caregivers.	650	976	150.15%	0	912	-39
FNPI 5e The number of parents/caregivers who <b>demonstrated increased sensitivity and responsiveness</b> in their interactions with their children.	650	976	150.15%	0	912	-39
FNPI 5f The number of <b>seniors (65+)</b> who maintained an independent living situation.	40	12	30.00%	8	1	2
FNPI 5g The number of <b>individuals with disabilities</b> who maintained an independent living situation.	100	6	6.00%	5	0	1
FNPI 5h The number of <b>individuals with chronic illness</b> who maintained an independent living situation.	0			0	0	0
FNPI 5i The number of <b>individuals with no recidivating event</b> for six months.	0			0	0	0
FNPI 5i 1 Youth (ages 14-17)	0					
FNPI 5i 2 Adults (ages 18+)	0					
<b>FNPI 5z Other Health and Social/Behavioral Development Outcome Indicator</b>						
FNPI 5z 1 The number of individuals or households	Target #	Number	Progress (%)	Number	Number	Number

**Civic Engagement and Community Involvement Indicators**

Indicator	Target #	Number	Progress (%)	Number	Number	Number
<b>FNPI 6 Civic Engagement and Community Involvement Indicators</b>						
FNPI 6a The number of Community Action program participants who <b>increased skills, knowledge, and abilities</b> to enable them to work with Community Action to improve conditions in the community.	0	77		0	75	2
FNPI 6a 1 Of the above, the number of Community Action program participants who <b>improved their leadership skills</b> .	0	77		0	75	2
FNPI 6a 2 Of the above, the number of Community Action program participants who <b>improved their social networks</b> .	0	77		0	75	2
FNPI 6a 3 Of the above, the number of Community Action program participants who <b>gained other skills, knowledge and abilities to enhance their ability to engage</b> .	0	77		0	75	2
<b>FNPI 6z Other Civic Engagement and Community Involvement Outcome Indicator</b>						
FNPI 6z 1 The number of individuals or households	Target #	Number	Progress (%)	Number	Number	Number

**Outcomes Across Multiple Domains**

Indicator	Target #	Number	Progress (%)	Number	Number	Number
<b>FNPI 7 Outcomes Across Multiple Domains</b>						
FNPI 7a The number of individuals who achieved one or more outcomes as identified by the National Performance Indicators in various domains.	200	15	7.50%	0	38	-32
<b>FNPI 7z Other Outcome Indicator</b>						
FNPI 7z 1 The number of individuals or households	Target #	Number	Progress (%)	Number	Number	Number



FNPI 7z 1 The number of individuals or households

\*\*\*The following section is for data collection and does not include expected numbers\*\*\*

		Actual Year-to-Date Progress	Employment Services - Unduplicated Number of Individuals Served			
			1st Quarter Achieved this Quarter	2nd Quarter Achieved this Quarter	3rd Quarter Achieved this Quarter	4th Quarter Achieved this Quarter
SRV 1	<b>Skills Training and Opportunities for Experience</b>	Number	Number	Number	Number	Number
SRV 1a	Vocational Training	19	0	1	0	18
SRV 1b	On-the-Job and other Work Experience	1	0	0	1	0
SRV 1c	Youth Summer Work Placements	2	0	0	1	1
SRV 1d	Apprenticeship/Internship		0	0	0	0
SRV 1e	Self-Employment Skills Training		0	0	0	0
SRV 1f	Job Readiness Training	8	0	0	8	0
SRV 1g	Career Counseling	Number	Number	Number	Number	Number
SRV 1h	Workshops		0	0	0	0
SRV 1i	Coaching	1	0	1	0	0
SRV 1j	Job Search	Number	Number	Number	Number	Number
SRV 1k	Coaching	1	0	0	1	0
SRV 1l	Resume Development		0	0	0	0
SRV 1m	Interview Skills Training		0	0	0	0
SRV 1n	Job Referrals		0	0	0	0
SRV 1o	Job Placements	5	0	0	2	3
SRV 1p	Pre-employment physicals, background checks, etc.	2	0	1	1	0
SRV 1q	Post Employment Supports	Number	Number	Number	Number	Number
SRV 1r	Coaching		0	0	0	0
SRV 1s	Interactions with employers	1	0	1	0	0
SRV 1t	Employment Supplies	Number	Number	Number	Number	Number
SRV 1u	Employment Supplies	2	0	2	0	0

**Module 4, Section B: Individual and Family Services**

Goal 1: Individuals and Families with low incomes are stable and achieve economic security.

**Employment Services - Unduplicated Number of Individuals Served**

		Education and Cognitive Development Services - Unduplicated Number of Individuals Served			
		1st Quarter Achieved this Quarter	2nd Quarter Achieved this Quarter	3rd Quarter Achieved this Quarter	4th Quarter Achieved this Quarter
SRV 2	<b>Child/Young Adult Education Programs</b>	Number	Number	Number	Number
SRV 2a	Early Head Start	189	0	58	46
SRV 2b	Head Start	959	0	901	-51
SRV 2c	Other Early-Childhood (0-5 Yr. old) Education	443	0	5	444
SRV 2d	K-12 Education	1	0	1	0
SRV 2e	K-12 Support Services		0	0	0
SRV 2f	Financial Literacy Education	91	0	0	0
SRV 2g	Literacy/English Language Education	141	0	0	131
SRV 2h	College-Readiness Preparation/Support	14	0	14	0
SRV 2i	Other Post-Secondary Preparation	23	0	19	4
SRV 2j	Other Post-Secondary Support	191	0	51	6
SRV 2k	School Supplies	Number	Number	Number	Number
SRV 2l	School Supplies	52	0	23	1
SRV 2m	Extra-curricular Programs	Number	Number	Number	Number
SRV 2n	Before and After-School Activities	330	0	332	5
SRV 2o	Summer Youth Recreational Activities	65	0	0	0
SRV 2p	Summer Education Programs	65	0	0	0
SRV 2q	Behavior Improvement Programs (attitude, self-esteem, Dress-for-Success, etc.)		0	533	-533
SRV 2r	Mentoring	161	0	5	141
SRV 2s	Leadership Training		0	0	0
SRV 2t	Adult Education Programs	Number	Number	Number	Number
SRV 2u	Adult Literacy Classes		0	0	0
SRV 2v	English Language Classes	139	0	0	0
SRV 2w	Basic Education Classes	400	0	1	408
SRV 2x	High School Equivalency Classes	2	0	1	1
SRV 2y	Leadership Training	1	0	1	0
SRV 2z	Parenting Supports (may be a part of the early childhood programs identified above)	842	0	0	0
SRV 2aa	Applied Technology Classes		0	0	0
SRV 2ab	Post-Secondary Education Preparation	34	0	26	0
SRV 2ac	Financial Literacy Education		0	0	0

SRV 2	Post-Secondary Education Supports	Number	Number	Number	Number	Number	Number
SRV 2aa	College applications, text books, computers, etc.	21	0	0	8	0	13
SRV 2	Financial Aid Assistance	Number	Number	Number	Number	Number	Number
SRV 2bb	Scholarships	5	0	6	-1	0	0
SRV 2	Home Visits	Number	Number	Number	Number	Number	Number
SRV 2cc	Home Visits	832	0	0	832	0	0

**Income and Asset Building Services - Unduplicated Number of Individuals Served**

SRV 3	Training and Counseling Services	Number	Number	Number	Number	Number	Number
SRV 3a	Financial Capability Skills Training	91	0	0	58	0	33
SRV 3b	Financial Coaching/Counseling	9	0	0	9	0	0
SRV 3c	Financial Management Programs (including budgeting, credit management, credit repair, credit counseling, etc.)	17	0	0	17	0	0
SRV 3d	First-time Homebuyer Counseling	10	0	0	0	0	0
SRV 3e	Foreclosure Prevention Counseling	0	0	0	0	0	10
SRV 3f	Small Business Start-Up and Development Counseling Sessions/Classes	0	0	0	0	0	0
SRV 3	Benefit Coordination and Advocacy	Number	Number	Number	Number	Number	Number
SRV 3g	Child Support Payments	19	0	0	17	2	0
SRV 3h	Health Insurance	933	0	0	0	0	933
SRV 3i	Social Security/SSI Payments	93	0	0	0	0	93
SRV 3j	Veteran's Benefits	0	0	0	0	0	0
SRV 3k	TANF Benefits	27	0	2	24	1	0
SRV 3l	SNAP Benefits	481	0	0	0	0	481
SRV 3	Asset Building	Number	Number	Number	Number	Number	Number
SRV 3m	Saving Accounts/IRAs and other asset building accounts	0	0	0	0	0	0
SRV 3n	Other financial products (IRA accounts, MyRA, other retirement accounts, etc.)	0	0	0	0	0	0
SRV 3o	VITA, ETC. or Other Tax Preparation programs	0	0	0	0	0	0
SRV 3	Loans And Grants	Number	Number	Number	Number	Number	Number
SRV 3p	Micro-loans	0	0	0	0	0	0
SRV 3q	Business incubator/business development loans	0	0	0	0	0	0

**Housing Services - Unduplicated Number of Individuals Served**

SRV 4	Housing Payment Assistance	Number	Number	Number	Number	Number	Number
SRV 4a	Financial Capability Skill Training	0	0	0	0	0	0
SRV 4b	Financial Coaching/Counseling	0	0	0	0	0	0
SRV 4c	Rent Payments (includes Emergency Rent Payments)	90	0	63	5	22	0
SRV 4d	Deposit Payments	0	0	0	0	0	0
SRV 4e	Mortgage Payments (includes Emergency Mortgage Payments)	2	0	1	1	0	0
SRV 4	Eviction Prevention Services	Number	Number	Number	Number	Number	Number
SRV 4f	Eviction Counseling	0	0	0	0	0	0
SRV 4g	Landlord/Tenant Mediations	0	0	0	0	0	0
SRV 4h	Landlord/Tenant Rights Education	0	0	0	0	0	0
SRV 4	Utility Payment Assistance	Number	Number	Number	Number	Number	Number
SRV 4i	Utility Payments (LIHEAP-includes Emergency Utility Payments)	9885	0	5,926	1,477	2,482	0
SRV 4j	Utility Deposits	0	0	0	0	0	0
SRV 4k	Utility Arrears Payments	88	0	56	6	26	0
SRV 4l	Level Billing Assistance	0	0	0	0	0	0
SRV 4	Housing Placement/Rapid Re-housing	Number	Number	Number	Number	Number	Number
SRV 4m	Temporary Housing Placement (includes Emergency Shelters)	70	0	18	-4	56	0
SRV 4n	Transitional Housing Placements	391	0	45	116	230	0
SRV 4o	Permanent Housing Placements	13	0	0	0	13	0
SRV 4p	Rental Counseling	Number	Number	Number	Number	Number	Number
SRV 4q	Housing Maintenance & Improvements	0	0	0	0	0	0
SRV 4q	Home Repairs (e.g. structural, appliance, heating systems, etc.) (including Emergency Home Repairs)	Number	Number	Number	Number	Number	Number
SRV 4r	Weatherization Services	0	0	0	0	0	0
SRV 4r	Independent-living Home Improvements (e.g. ramps, tub and shower grab bars, handicap accessible modifications, etc.)	0	0	0	0	0	0
SRV 4s	Healthy Homes Services (e.g. reduction or elimination of lead, radon, carbon dioxide and/or fire hazards or electrical issues, etc.)	0	0	0	0	0	0
SRV 4t	Energy Efficiency Improvements (e.g. insulation, air sealing, furnace repair, etc.)	0	0	0	0	0	0

**Health and Social/Behavioral Development - Unduplicated Number of Individuals Served**

SRV 5	Health Services, Screening and Assessments	Number	Number	Number	Number	Number	Number
SRV 5a	Immunizations	937	0	49	760	128	0
SRV 5b	Physicals	904	0	871	-74	107	0
SRV 5c	Developmental Delay Screening	635	0	0	0	635	0
SRV 5d	Vision Screening	628	0	0	771	-143	0



SRV 5e	Prescription Payments	1	0	0	0	1	0
SRV 5f	Doctor Visit Payments		0	0	0	0	0
SRV 5g	Maternal/Child Health		0	0	0	0	0
SRV 5h	Nursing Care Sessions		0	0	0	0	0
SRV 5i	In-Home Affordable Seniors/Disabled Care Sessions (Nursing, Chores, Personal Care Services)		0	0	0	0	0
SRV 5j	Health Insurance Options Counseling		0	0	0	0	0
SRV 5	<b>Reproductive Health Services</b>	Number	Number	Number	Number	Number	Number
SRV 5k	Coaching Sessions		0	0	0	0	0
SRV 5l	Family Planning Classes	8	0	1	0	0	7
SRV 5m	Contraceptives		0	0	0	0	0
SRV 5n	STI/HIV Prevention Counseling Sessions		0	0	0	0	0
SRV 5o	STI/HIV Screenings		0	0	0	0	0
SRV 5	<b>Wellness Education</b>	Number	Number	Number	Number	Number	Number
SRV 5p	Wellness Classes (stress reduction, medication management, mindfulness, etc.)		0	0	0	0	0
SRV 5q	Exercise/Fitness		0	0	0	0	0
SRV 5	<b>Mental/Behavioral Health</b>	Number	Number	Number	Number	Number	Number
SRV 5r	Detoxification Sessions		0	0	0	0	0
SRV 5s	Substance Abuse Screenings		0	0	0	0	0
SRV 5t	Substance Abuse Counseling		0	0	0	0	0
SRV 5u	Mental Health Assessments	12	0	0	0	11	1
SRV 5v	Mental Health Counseling	79	0	0	0	16	63
SRV 5w	Crisis Response/Call-In Responses		0	0	0	0	0
SRV 5x	Domestic Violence Programs		0	0	0	0	0
SRV 5	<b>Support Groups</b>	Number	Number	Number	Number	Number	Number
SRV 5y	Substance Abuse Support Group Meetings		0	0	0	0	0
SRV 5z	Domestic Violence Support Group Meetings		0	0	0	0	0
SRV 5aa	Mental Health Support Group Meeting		0	0	0	0	0
SRV 5	<b>Dental Services, Screenings and Exams</b>	Number	Number	Number	Number	Number	Number
SRV 5bb	Adult Dental Screening/Exams		0	0	0	0	0
SRV 5cc	Adult Dental Services (Including Emergency Dental Procedures)		0	0	0	0	0
SRV 5dd	Child Dental Screenings/Exams	887	0	870	-39	56	56
SRV 5ee	Child Dental Services (Including Emergency Dental Procedures)	882	0	2	63	817	817
SRV 5	<b>Nutrition and Food/Meals</b>	Number	Number	Number	Number	Number	Number
SRV 5ff	Skills Classes (Gardening, Cooking, Nutrition)		0	0	0	0	0
SRV 5gg	Community Gardening Activities		0	0	0	0	0
SRV 5hh	Incentives (e.g. gift card for food preparation, rewards for participation, etc.)	1	0	1	0	0	0
SRV 5ii	Prepared Meals		0	0	0	0	0
SRV 5jj	Food Distribution (Food Bags/Boxes, Food Share Program, Bags of Groceries)	91	0	18	68	5	5
SRV 5	<b>Family Skills Development</b>	Number	Number	Number	Number	Number	Number
SRV 5kk	Family Mentoring Sessions		0	0	0	0	0
SRV 5ll	Life Skills Coaching Sessions		0	0	0	0	0
SRV 5mmm	Parenting Classes		0	0	0	0	0
SRV 5	<b>Emergency Hygiene Assistance</b>	13	0	121	0	-108	-108
SRV 5nn	Kits/boxes	304	0	2	0	302	302
SRV 5oo	Hygiene Facility Utilizations (e.g. showers, toilets, sinks)		0	0	0	0	0

**Civic Engagement and Community Involvement - Unduplicated Number of Individuals Served**

SRV 6	<b>Civic Engagement and Community Involvement Services</b>	Number	Number	Number	Number	Number	Number
SRV 6a	Voter Education and Access		0	0	0	0	0
SRV 6b	Leadership Training		0	0	0	0	0
SRV 6c	Tri-partite Board Membership	42	0	21	21	0	0
SRV 6d	Citizenship Classes		0	0	0	0	0
SRV 6e	Getting Ahead Classes	2	0	1	0	1	1
SRV 6f	Volunteer Training		0	0	0	0	0

**Services Supporting Multiple Domains - Unduplicated Number of Individuals Served**

SRV 7	<b>Case Management</b>	Number	Number	Number	Number	Number	Number
SRV 7a	Case Management	173	0	0	0	173	173
SRV 7	<b>Eligibility Determinations</b>	Number	Number	Number	Number	Number	Number
SRV 7b	Eligibility Determinations	90	0	0	0	90	90
SRV 7	<b>Referrals</b>	Number	Number	Number	Number	Number	Number
SRV 7c	Referrals	7	0	0	0	7	7
SRV 7	<b>Transportation Services</b>	Number	Number	Number	Number	Number	Number
SRV 7d	Transportation Services (e.g. bus passes, bus transport, support for auto purchase or repair; including emergency services)	265	0	40	216	9	9

SRV 7	Childcare	Number	Number	Number	Number	Number	Number
SRV 7e	Child Care subsidies	56	0	23	13	20	20
SRV 7f	Child Care payments	20	0	4	0	16	16
SRV 7g	Eldercare	Number	Number	Number	Number	Number	Number
SRV 7h	Day Centers	Number	Number	Number	Number	Number	Number
SRV 7i	Identification Documents	Number	Number	Number	Number	Number	Number
SRV 7j	Birth Certificate	Number	Number	Number	Number	Number	Number
SRV 7k	Social Security Card	Number	Number	Number	Number	Number	Number
SRV 7l	Driver's License	Number	Number	Number	Number	Number	Number
SRV 7m	Re-Entry Services	Number	Number	Number	Number	Number	Number
SRV 7n	Criminal Record Expungements	Number	Number	Number	Number	Number	Number
SRV 7o	Immigration Support Services	Number	Number	Number	Number	Number	Number
SRV 7p	Immigration Support Services (relocation, food, clothing)	Number	Number	Number	Number	Number	Number
SRV 7q	Legal Assistance (includes emergency legal assistance)	Number	Number	Number	Number	Number	Number
SRV 7r	Legal Assistance	20	0	1	0	19	19
SRV 7s	Emergency Clothing Assistance	Number	Number	Number	Number	Number	Number
SRV 7t	Emergency Clothing Assistance	Number	Number	Number	Number	Number	Number
SRV 7u	Mediation/Customer Advocacy Interventions (debt forgiveness, negotiations or issues with landlords, coordinating with other services or government)	Number	Number	Number	Number	Number	Number
SRV 7v	Mediation/Customer Advocacy Interventions	Number	0	0	0	0	0



# REIMBURSEMENT REPORTS

**VPK REIMBURSEMENT**



# of children	# of days	#hrs per day	hourly rate	Reimbursement
161	18	3	\$4.49	39,036.06
77	17	3	\$4.49	17,632.23
46	16	3	\$4.49	9,913.92
27	15	3	\$4.49	5,455.35
22	14	3	\$4.49	4,148.76
18	13	3	\$4.49	3,151.98
8	12	3	\$4.49	1,293.12
7	11	3	\$4.49	1,037.19
9	10	3	\$4.49	1,212.30
3	9	3	\$4.49	363.69
5	8	3	\$4.49	538.80
6	7	3	\$4.49	565.74
2	5	3	\$4.49	134.70
<b>SEPTEMBER 2018</b>				
<b>Total expected VPK reimbursement</b>				<b>84,483.84</b>

At this time, the State data base system is not producing reimbursement reports for VPK Services, the calculations above represent an estimated amount reimbursed/deposited in the agency bank account as per the program's estimation.

**FLORIDA NON-PROFIT HOUSING**



**THE AGRICULTURAL AND LABOR PROGRAM, INC.  
EXPENSE REPORT TO FLORIDA NON-PROFIT HOUSING**

**MONTHLY REQUEST**

DATE SUBMITTED: 6-Nov-18  
FOR THE MONTH OF: October, 2018

AMOUNT OF THIS REQUEST \$ \$1,640.82

	BUDGET LINE ITEM	APPROVED BUDGET	CUM. COST PRIOR PERIOD	ACTUAL COST THIS PERIOD	CUM. COST TO DATE	BAL. OF BUDGET
500	Salaries	\$1,700.00	\$539.75	\$106.60	\$646.35	\$1,053.65
505	Fringes	\$425.00	\$106.71	\$5.39	\$112.10	\$312.90
52000	Workmen's Comp.	\$37.06	\$11.28	\$2.43	\$13.71	\$23.35
57810	Housing Assist. Payment	\$27,000.00	\$2,611.63	\$1,526.74	\$4,138.37	\$22,861.63
52300	Travel	\$257.44	\$0.00	\$0.00	\$0.00	\$257.44
990	Sub-Total	\$29,419.50	\$3,269.37	\$1,641.16	\$4,910.53	\$24,508.97
597	Indirect	\$280.50	\$121.57	(\$0.34)	\$121.23	\$159.27
	Total Cost	\$29,700.00	\$3,390.94	\$1,640.82	\$5,031.76	\$24,668.24



SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

6-Nov-18

DATE

Deloris Johnson, Chief Executive Officer

TYPED OR PRINTED NAME & TITLE

**THE AGRICULTURAL AND LABOR PROGRAM, INC.  
EXPENSE REPORT TO FLORIDA NON-PROFIT HOUSING**

**MONTHLY REQUEST  
HURRICANE RELIEF FUNDS**

DATE SUBMITTED: 23-Oct-18  
FOR THE MONTH OF: September, 2018

AMOUNT OF THIS REQUEST \$ \$8,000.00

	BUDGET LINE ITEM	APPROVED BUDGET	CUM. COST PRIOR PERIOD	ACTUAL COST THIS PERIOD	CUM. COST TO DATE	BAL. OF BUDGET
500	Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
505	Fringes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
52000	Workmen's Comp.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
57810	Housing Assist. Payment	\$8,000.00	\$0.00	\$8,000.00	\$8,000.00	\$0.00
52300	Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
990	Sub-Total	\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$0.00
597	Indirect	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Total Cost	\$8,000.00	\$0.00	\$8,000.00	\$8,000.00	\$0.00

  
SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

23-Oct-18  
DATE

Deloris Johnson, Chief Executive Officer  
TYPED OR PRINTED NAME & TITLE



**ELDERLY HOME ENERGY ASSISTANCE PROGRAM  
FINANCIAL STATUS REPORT**

## REQUEST FOR PAYMENT EMERGENCY HOME ENERGY ASSISTANCE PROGRAM

PROVIDER NAME, ADDRESS, PHONE# and FEID#  THE AGRICULTURAL AND LABOR PROGRAM, INC 100 LYNCHBURG ROAD LAKE ALFRED, FL 33850-2576 (863) 956-3491 FEID # 59-1634148	TYPE OF REPORT :  Advance Request _____  Reimbursement Request <u> X </u>	CONTRACT # <u> EH-17/18 - ALPI </u> Contract Period <u> 04/01/2017 - 09/30/2018 </u>  REQUEST PERIOD CLOSEOUT Report # <u> 16 </u> PSA # _____ 6 INVOICE #
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CERTIFICATION: I hereby certify that this request to the best of my knowledge to be complete and correct and conforms with the terms of the above contract.

Prepared by:  [Signature]  Date:  10/23/18  Approved by:  [Signature]  Date:  10/23/18

PART A: BUDGET SUMMARY	Administration Services	Outreach Services	Crisis Services	Weather Related	Administration Weather Related	TOTAL
1. Approved Contract Amount	\$2,814.00	\$27,865.00	\$160,338.00	\$0.00	\$0.00	\$191,017.00
2. Previous Funds Received for Contract Period	\$2,814.00	\$15,950.25	\$104,335.03	\$0.00	\$0.00	\$123,099.28
3. Contract Balance (line 1 minus line 2)	\$0.00	\$11,914.75	\$56,002.97	\$0.00	\$0.00	\$67,917.72
4. Previous Funds Requested but Not Received for Contract Period	\$0.00	\$346.74	\$14,871.77	\$0.00	\$0.00	\$15,218.51
5. Contract Balance (line 3 minus line 4)	\$0.00	\$11,568.01	\$41,131.20	\$0.00	\$0.00	\$52,699.21
<b>PART B: CONTRACT FUNDS REQUEST</b>						
1. Anticipated Cash Needs (1st - 2nd month, Attach Justification)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2. Net Expenditures For Month (DOEA Form 106P, Part B, Line 6)	\$0.00	\$250.71	\$0.00	\$0.00	\$0.00	\$250.71
3. TOTAL	\$0.00	\$250.71	\$0.00	\$0.00	\$0.00	\$250.71
<b>PART C: NET FUNDS REQUESTED</b>						
1. Less Advance Applied	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2. TOTAL FUNDS REQUESTED (Part B, Line 3 minus Part C, Line 1)	\$0.00	\$250.71	\$0.00	\$0.00	\$0.00	\$250.71

NOTE: Part B, Ln 43 - Administration has been fully reimbursed and, therefore, no expenditures are being reported this month.

**PART D: SERVICE INFORMATION**

Number of individuals served with crisis assistance during the report month: \_\_\_\_\_  0

Number of individuals ineligible or denied assistance during the report month: \_\_\_\_\_  0

Number of individuals served by referral to other community resources for energy assistance during the report month: \_\_\_\_\_  0

Certification statement: Contractor hereby certifies that it has been open and operating during its normal business hours for the reporting month, as described in the Statement of Work section, of the EHEAP contract.



**RECEIPTS AND EXPENDITURE REPORT  
EMERGENCY HOME ENERGY ASSISTANCE PROGRAM**

PROVIDER NAME, ADDRESS, PHONE# AND FEID#  THE AGRICULTURAL AND LABOR PROGRAM, INC 300 LYNCHBURG ROAD LAKE ALFRED, FL 33850-2576  (863) 956-3491 FEID # 59-1634148	Program Funding Source :  EHEAP (Emergency Home Energy Assistance for the Elderly Program)	THIS REPORT PERIOD FROM: CLOSE OUT TO: CLOSEOUT  CONTRACT 4/1/2017 PERIOD: 3/31/2018  CONTRACT # EH-17/18-ALPI REPORT # 10 PSA# 6
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CERTIFICATION : I certify to the best of my knowledge and belief that this report is complete and all outlays herein are for purposes set forth in the contract.

Prepared by:  Date: 10/23/18 Approved by:  Date: 10/23/18

PART A : BUDGETED INCOME/ RECEIPTS	1. Approved Budget	2. Actual Receipts For This Report	3. Total Receipts Year to Date	4. Percent of Approved Budget
1. Agreement Amount	\$191,017.00	\$123,099.28	\$123,099.28	64.44%
2. Interest on Agreement Funds	\$0.00	\$0.00	\$0.00	0.00%
3. TOTAL AGREEMENT AMOUNT	\$191,017.00	\$123,099.28	\$123,099.28	64.44%

PART B : EXPENDITURES	1. Approved Budget	2. Expenditures For This Report	3. Expenditures Year to Date	4. Percent of Approved Budget
1. Administration	\$2,814.00	\$0.00	\$2,814.00	2745.64 100.00%
2. Outreach	\$27,865.00	\$250.71	\$16,547.70	59.39%
3. Crisis Services	\$160,338.00	\$0.00	\$119,206.80	74.35%
4. Weather Related Services	\$0.00	\$0.00	\$0.00	0.00%
5. Weather Related Administration	\$0.00	\$0.00	\$0.00	0.00%
6. TOTAL EXPENDITURES	\$191,017.00	\$250.71	\$138,568.50	138,568.50 72.54%

EHEAP EXPENDITURE SUMMARY

Provider: ALPI

Report Period: CLOSEOUT

Budget Category	Line Item	Description	Ck #, D.D., EFT	Amount
Administration	50000	SALARIES		\$ 87.00
	50500	FRINGE BENEFITS		\$ 17.50
	52000	DIRECT FRINGE W/C		\$ 1.85
	52100	PROFESSIONAL SERVICES		\$ -
	52300	TRAVEL		\$ -
	53000	OFFICE SUPPLIES		\$ -
	53700	DATA COMMUNICATIONS		\$ -
	53600	TELEPHONE		\$ -
	53800	POSTAGE		\$ -
	59700	INDIRECT COST		\$ 23.71
	<b>TOTAL ADMINISTRATION</b>			
Outreach	50000	SALARIES		\$ 127.84
	50500	FRINGE BENEFITS		\$ 83.61
	52000	DIRECT FRINGE W/C		\$ 2.73
	52300	TRAVEL		\$ -
	52900	PRINTING		\$ -
	53000	OFFICE SUPPLIES		\$ -
	53500	UTILITIES		\$ -
	53600	TELEPHONE		\$ -
	53700	DATA COMMUNICATIONS		\$ 1.47
	53800	POSTAGE		\$ -
	59700	INDIRECT		\$ 35.06
<b>TOTAL OUTREACH</b>				<b>\$ 250.71</b>



# HUD HOUSING COUNSELING REPORT

Housing Counseling  
Agency Activity Report

U.S. Department of Housing and Urban Development  
Office of Housing Counseling  
Federal Housing Commissioner

OMB Approval No: 2502-0261  
Exp. 07/31/2019

**1. Counseling Agency Name****Agency Name**

THE AGRICULTURE AND LABOR PROGRAM, INC.  
Agency ID: 80049  
Agency Type: LHCA

300 Lynchburg Rd  
Lake Alfred, FL  
33850-2576

Parent Agency Name (if applicable)

**2. Reporting Period and Budget**

Reporting Period: Quarter 4  
Fiscal Year: 2018  
From: 10/01/2017  
To: 09/30/2018  
Submission Date: 10/19/2018  
Update Date: 10/19/2018  
Total budget, all sources: \$42,500.00  
Total HUD Funding, all grants: \$17,908.00

**HUD Funding Sources**

Passed @ 42%

2017-1 COMP 10/01/2016 - 03/31/2018 2017 Comprehensive Housing Counseling Grant Program. FR-6000-N-33; FR-6100-N-33  
Funding: \$0.00  
Projection: HUD Approved: 09-15-2017

2018-1 COMP 10/01/2017 - 09/30/2019 2018 Comprehensive Housing Counseling Grant Program. FR-6200-N-33  
Funding: \$17,908.00  
Projection: Entered; Not submitted to HUD

Validated: Validated  
Last Validated: 10/19/2018  
Validated by: System

Only reports completed by 12/31/2018 will be credited for on time submission.

	TOTAL			2017-1 COMP		2018-1 COMP	
	All Activities	All HUD Funded Activities	Projected HUD Housing Counseling Activities	HUD Funded	HUD Projected	HUD Funded	HUD Projected
<b>3. Ethnicity of Households (select only one)</b>							
a. Hispanic	2	2		0		2	
b. Not Hispanic	26	25		0		25	
c. Chose not to respond	0	0		0		0	
	28	27		0		27	
<b>4. Race of Households</b>							
<b>Single Race</b>							
a. American Indian/Alaskan Native	0	0		0		0	
b. Asian	0	0		0		0	
c. Black or African American	20	19		0		19	
d. Native Hawaiian or Other Pacific Islander	0	0		0		0	
e. White	8	8		0		8	
<b>Multi-Race</b>							
f. American Indian or Alaska Native and White	0	0		0		0	
g. Asian and White	0	0		0		0	
h. Black or African American and White	0	0		0		0	
i. American Indian or Alaska Native and Black or African American	0	0		0		0	
j. Other multiple race	0	0		0		0	



k. Chose not to respond	0	0		0		0	
	28	27		0		27	
<b>5. Income Levels</b>							
a. < 30% of Area Median Income (AMI)	16	16		0		16	
b. 30 - 49% of AMI	5	5		0		5	
c. 50 - 79% of AMI	3	3		0		3	
d. 80 - 100% of AMI	3	2		0		2	
e. > 100% AMI	1	1		0		1	
f. Chose not to respond	0	0		0		0	
	28	27		0		27	
<b>6. Rural Area Status</b>							
a. Household lives in a rural area	7	6		0		6	
b. Household does not live in a rural area	20	20		0		20	
c. Chose not to respond	1	1		0		1	
	28	27		0		27	
<b>7. Limited English Proficiency Status</b>							
a. Household is Limited English Proficient	0	0		0		0	
b. Household is not Limited English Proficient	28	27		0		27	
c. Chose not to respond	0	0		0		0	
	28	27		0		27	
<b>8. Households Receiving Group Education by Purpose</b>							
a. Completed financial literacy workshop, including home affordability, budgeting and understanding use of credit	0	0	0	0	0	0	0
b. Completed predatory lending, loan scam or other fraud prevention workshop	0	0	0	0	0	0	0
c. Completed fair housing workshop	0	0	0	0	0	0	0
d. Completed homelessness prevention workshop	0	0	0	0	0	0	0
e. Completed rental workshop	0	0	0	0	0	0	0
f. Completed pre-purchase homebuyer education workshop	0	0	0	0	0	0	0
g. Completed non-delinquency post-purchase workshop, including home maintenance and/or financial management for homeowners	0	0	0	0	0	0	0
h. Completed resolving or preventing mortgage delinquency workshop	0	0	0	0	0	0	0
i. Completed other workshop	0	0	0	0	0	0	0
	0	0	0	0	0	0	0
<b>9. Households Receiving One-on-One Counseling by Purpose</b>							
a. Homeless Assistance	0	0	0	0	0	0	0
b. Rental Topics	13	13	7	0	7	13	0
c. Prepurchase/Homebuying	1	1	5	0	5	1	0

d. Home Maintenance and Financial Management for Homeowners (Non-Delinquency Post-Purchase)	4	4	5	0	5	4	0
e. Reverse Mortgage	0	0	0	0	0	0	0
f. Resolving or Preventing Mortgage Delinquency or Default	10	9	30	0	30	9	0
	28	27	47	0	47	27	0
Households Served Sections 8 and 9 Total:	28	27	47	0	47	27	0

#### 10. Impact and Scope of One-on-One Counseling Services

a. Households that received one-on-one counseling that also received group education services.	0	0		0		0	
b. Households that received information on fair housing, fair lending and/or accessibility rights.	0	0		0		0	
c. Households for whom counselor developed a sustainable household budget through the provision of financial management and/or budget services.	0	0		0		0	
d. Households that improved their financial capacity (e.g. increased discretionary income, decreased debt load, increased savings, increased credit score) after receiving Housing Counseling Services.	0	0		0		0	
e. Households that gained access to resources to help them improve their housing situation (e.g. down payment assistance, rental assistance, utility assistance, etc.) after receiving Housing Counseling Services.	10	10		0		10	
f. Households that gained access to non-housing resources (e.g. social service programs, legal services, public benefits such as Social Security or Medicaid, etc) after receiving Housing Counseling Services.	0	0		0		0	
g. Homeless or potentially homeless households that obtained temporary or permanent housing after receiving Housing Counseling Services.	0	0		0		0	
h. Households that received rental counseling and avoided eviction after receiving Housing Counseling Services.	9	9		0		9	
i. Households that received rental counseling and improved living conditions after receiving Housing Counseling Services.	0	0		0		0	
j. Households that received prepurchase/homebuying counseling and purchased housing after receiving Housing Counseling Services.	0	0		0		0	



k. Households that received reverse mortgage counseling and obtained a Home Equity Conversion Mortgage (HECM) after receiving Housing Counseling Services.	0	0		0		0	
l. Households that received non-delinquency post-purchase counseling that were able to improve home conditions or home affordability after receiving Housing Counseling Services.	0	0		0		0	
m. Households that prevented or resolved a mortgage default after receiving Housing Counseling Services.	7	6		0		6	
	26	25		0		25	

Public reporting burden for this collection of information is estimated to average .03 hours per response. With universal CMS use, the HUD-9902 will be populated automatically based on electronic client files. Consequently, the estimated burden hour per response includes only the time necessary to send the document electronically (estimated time: 2 minutes). This agency may not conduct, sponsor, and a person is not required to, an information collection unless that collection displays a valid OMB control number.

This information is collected in connection with HUD's Housing Counseling Program and will be used by HUD to measure the performance and effectiveness of HUD's Housing Counseling Program. In addition, the data will help to determine that the grant applicant meets the requirements of the Notice of Fund Availability (NOFA) and to assign points for awarding grant funds on a competitive and equitable basis. The information is required to obtain funding under Section 106 of the Housing and Community Development Act of 1974. The information is considered sensitive and is protected by the Privacy Act which requires the records to be maintained with appropriate administrative, technical, and physical safeguards to ensure their security and confidentiality.

**SUBRECIPIENT ENTERPRISE RESOURCE APPLICATION (SERA)  
REPORTS**



## SERA Reimbursement Printout

NFA ID: 036406

Contract Number: E1921

Financial Activity Name: FA-277931

Type: Reimbursement

Status: Submitted

Reporting Time Period Start Date: 08/01/2018

Reporting Time Period End Date: 08/31/2018

Requested Date	Funds Requested	Approved Date	Funds Approved
10/03/2018	\$85,601.86		\$0.00

Cost Category Name	Activity	Budget Allocation	Budget Remaining	Funds Requested	Unexpended Balance
Administrative Expenses	Recipient Administrative Expenses (Salaries, Rent Utilites, Other)	\$234,337.17	\$52,678.89	\$10,236.78	\$42,442.11
Administrative Expenses	Sub-Recipient Administrative Expenses (Salaries, Rent Utilites, Other)	\$0.00	\$0.00	\$0.00	\$0.00
Program Expenses	Recipient Direct Client Assistance Expenses	\$354,483.74	\$131,293.12	\$27,716.94	\$103,576.18

Cost Category Name	Activity	Budget Allocation	Budget Remaining	Funds Requested	Unexpended Balance
Program Expenses	Recipient Other Program Expenses (Salaries, Rent Utilites, Other)	\$408,163.08	\$152,273.29	\$47,648.14	\$104,625.15
Program Expenses	Sub-Recipient Direct Client Assistance Expenses	\$42,579.70	\$15,181.65	\$0.00	\$15,181.65
Program Expenses	Sub-Recipient Other Program Expenses (Salaries, Rent Utilites, Other)	\$0.00	\$0.00	\$0.00	\$0.00
Program Expenses	Secondary Administrative Expense	\$0.00	\$0.00	\$0.00	\$0.00

Recipient hereby certifies that it has been open and operating during its normal business hours for the month of August, as described in Attachment F, Warranties and Representations, of the FY2018 CSBG Agreement.

Date: 10-3-18

Signed: 



**Certification & Data  
Supplement Form**

**Community Services Block Grant (CSBG/SBG)**

Agency Name: The Agricultural and Labor Program, Incorporated  
 Notice of Funding Availability (NFA) #: NFA 036406 - Community Services Block Grant (CSBG)  
 Financial Activity (FA) #: FA-277931  
 Amount of Financial Activity: \$85,601.86  
 Reporting Period (Month & Year): Aug-18

Type of Assistance	Achieved This Month	Total Year to Date
CSBG Dollars Expended This Month	\$85,601.39	\$773,738.61
# of Individuals Assisted with CSBG Dollars This Month	92	277
# of Individuals Achieving Outcome in NPI 1.1 A-D	1	24
<b>TOTALS:</b>	<b>93</b>	<b>301</b>

I certify that I am authorized to sign financial reports and the information provided herein is true and accurate to the best of my knowledge.

Furthermore, Recipient hereby certifies that it has been open and operating during its normal business hours for the month of August 2018, as described in Attachment F, Warranties and Representation of the FY2018 CSBG Agreement.

Authorized Agency Representative:  Deloris Johnson, Chief Executive Officer  
 Date: 10-3-18

## SERA Reimbursement Printout

**NFA ID: 036405**

**Contract Number: E1921**

**Financial Activity Name: FA-278349**

**Type: Reimbursement**

**Status: New**

**Reporting Time Period Start Date: 09/01/2018**

**Reporting Time Period End Date: 09/30/2018**

Requested Date	Funds Requested	Approved Date	Funds Approved
	\$90,534.90		\$0.00

Cost Category Name	Activity	Budget Allocation	Budget Remaining	Funds Requested	Unexpended Balance
Administrative Expenses	Recipient Administrative Expenses (Salaries, Rent Utilites, Other)	\$234,337.17	\$42,442.11	\$9,802.08	\$32,640.03
Administrative Expenses	Sub-Recipient Administrative Expenses (Salaries, Rent Utilites, Other)	\$0.00	\$0.00	\$0.00	\$0.00
Program Expenses	Recipient Direct Client Assistance Expenses	\$354,483.74	\$103,576.18	\$28,766.96	\$74,809.22

Generated on 10/17/2018



Cost Category Name	Activity	Budget Allocation	Budget Remaining	Funds Requested	Unexpended Balance
Program Expenses	Recipient Other Program Expenses (Salaries, Rent Utilites, Other)	\$408,163.08	\$104,625.15	\$49,449.06	\$55,176.09
Program Expenses	Sub-Recipient Direct Client Assistance Expenses	\$42,579.70	\$15,181.65	\$2,516.80	\$12,664.85
Program Expenses	Sub-Recipient Other Program Expenses (Salaries, Rent Utilites, Other)	\$0.00	\$0.00	\$0.00	\$0.00
Program Expenses	Secondary Administrative Expense	\$0.00	\$0.00	\$0.00	\$0.00

Recipient hereby certifies that it has been open and operating during its normal business hours for the month of September, as described in Attachment F, Warranties and Representations, of the FY2018 CSBG Agreement.

Date: 10/17/2018

Signed: 

**Certification & Data  
Supplement Form**

**Community Services Block Grant (CSBG/SBG)**

Agency Name: The Agricultural and Labor Program, Inc.  
 Notice of Funding Availability (NFA) #: NFA 036406 - Community Services Block Grant (CSBG)  
 Financial Activity (FA) #: FA - 278349  
 Amount of Financial Activity: \$ 90,534.90  
 Reporting Period (Month & Year): September 1, through September 30, 2018

Type of Assistance	Achieved This Month	Total Year to Date
CSBG Dollars Expended This Month	\$90,534.90	\$503,341.66
# of Individuals Assisted with CSBG Dollars This Month	47	324
# of Individuals Achieving Outcome in NPI 1.1 A-D	5	29
<b>TOTALS:</b>	<b>52</b>	<b>353</b>

I certify that I am authorized to sign financial reports and the information provided herein is true and accurate to the best of my knowledge.

Furthermore, Recipient hereby certifies that it has been open and operating during its normal business hours for the month of September, as described in Attachment F, Warranties and Representation of the FY2018 CSBG Agreement.

Authorized Agency Representative: \_\_\_\_\_



Date: \_\_\_\_\_

10/17/18



## SERA Reimbursement Printout

**NFA ID: 036406**

**Contract Number: E1921**

**Financial Activity Name: FA-278349**

**Type: Reimbursement**

**Status: New**

**Reporting Time Period Start Date: 09/01/2018**

**Reporting Time Period End Date: 09/30/2018**

Requested Date	Funds Requested	Approved Date	Funds Approved
	\$90,534.90		\$0.00

Cost Category Name	Activity	Budget Allocation	Budget Remaining	Funds Requested	Unexpended Balance
Administrative Expenses	Recipient Administrative Expenses (Salaries, Rent Utilites, Other)	\$234,337.17	\$42,442.11	\$9,802.08	\$32,640.03
Administrative Expenses	Sub-Recipient Administrative Expenses (Salaries, Rent Utilites, Other)	\$0.00	\$0.00	\$0.00	\$0.00
Program Expenses	Recipient Direct Client Assistance Expenses	\$354,483.74	\$103,576.18	\$28,766.96	\$74,809.22

Generated on 10/17/2018

Cost Category Name	Activity	Budget Allocation	Budget Remaining	Funds Requested	Unexpended Balance
Program Expenses	Recipient Other Program Expenses (Salaries, Rent Utilites, Other)	\$408,163.08	\$104,625.15	\$49,449.06	\$55,176.09
Program Expenses	Sub-Recipient Direct Client Assistance Expenses	\$42,579.70	\$15,181.65	\$2,516.80	\$12,664.85
Program Expenses	Sub-Recipient Other Program Expenses (Salaries, Rent Utilites, Other)	\$0.00	\$0.00	\$0.00	\$0.00
Program Expenses	Secondary Administrative Expense	\$0.00	\$0.00	\$0.00	\$0.00

Recipient hereby certifies that it has been open and operating during its normal business hours for the month of September, as described in Attachment F, Warranties and Representations, of the FY2018 CSBG Agreement.

Date: 10/17/2018

Signed: 



**Certification & Data  
Supplement Form**

**Community Services Block Grant (CSBG/SBG)**

Agency Name: The Agricultural and Labor Program, Inc.  
 Notice of Funding Availability (NFA) #: NFA 036406 - Community Services Block Grant (CSBG)  
 Financial Activity (FA) #: FA - 278349  
 Amount of Financial Activity: \$ 90,534.90  
 Reporting Period (Month & Year): September 1, through September 30, 2018

Type of Assistance	Achieved This Month	Total Year to Date
CSBG Dollars Expended This Month	\$90,534.90	\$503,341.66
# of Individuals Assisted with CSBG Dollars This Month	47	324
# of Individuals Achieving Outcome in NPI 1.1 A-D	5	29
<b>TOTALS:</b>	<b>52</b>	<b>353</b>

I certify that I am authorized to sign financial reports and the information provided herein is true and accurate to the best of my knowledge.

Furthermore, Recipient hereby certifies that it has been open and operating during its normal business hours for the month of September, as described in Attachment F, Warranties and Representation of the FY2018 CSBG Agreement.

Authorized Agency Representative:



Date:

10/17/18

1

## SERA Reimbursement Printout

NFA ID: 036346

Contract Number: E1953

Financial Activity Name: FA-278728

Type: Reimbursement

Status: New

Reporting Time Period Start Date: 09/01/2018

Reporting Time Period End Date: 09/30/2018

Requested Date	Funds Requested	Approved Date	Funds Approved
	\$290,433.87		\$0.00

Cost Category Name	Activity	Budget Allocation	Budget Remaining	Funds Requested	Unexpended Balance
Grantee Administrative Expense	Salaries Including Fringe, Rent, Utilities, Travel, Other	\$337,400.00	\$191,976.90	\$30,118.01	\$161,858.89
Grantee Outreach Expense	Salaries Including Fringe, Rent, Utilities, Travel, Other	\$545,075.00	\$354,931.93	\$46,380.89	\$308,551.04
Direct Client Assistance	Home Energy Assistance Payments	\$1,568,130.00	\$1,204,027.21	\$104,750.27	\$1,099,276.94

Generated on 10/19/2018



2

Cost Category Name	Activity	Budget Allocation	Budget Remaining	Funds Requested	Unexpended Balance
Direct Client Assistance	Crisis Benefit Payments	\$1,440,943.00	\$1,054,171.84	\$109,184.70	\$944,987.14
Direct Client Assistance	Weather Related/Supply Shortage	\$79,860.00	\$79,860.00	\$0.00	\$79,860.00
Grantee Leveraging Expense	Home Energy Assistance	\$0.00	\$0.00	\$0.00	\$0.00
Grantee Leveraging Expense	Crisis Assistance	\$0.00	\$0.00	\$0.00	\$0.00

Recipient hereby certifies that it has been open and operating during its normal business hours for the month of September, as described in Attachment F, Warranties and Representations, of the FY2018 LIHEAP Agreement.

Date: 10/19/2018

Signed: 

Certification & Data  
Supplement Form  
Low Income Home Energy Assistance Program (LIHEAP/LEA)

Agency Name: The Agricultural and Labor Program, Inc.  
Notice of Funding Availability (NFA) #: 036346  
Financial Activity (FA) #: FA-278728  
Amount of Financial Activity: \$290,433.87  
Reporting Period (Month & Year): 9/1/2018

Type of Assistance	Approved Workplan	Served w/these Funds	Served to Date
Summer Home Energy	2400	328	1484
Winter Home Energy	2610		
Summer Crisis	2100	308	1496
Winter Crisis	2101		
Weather Related	242		
TOTALS:	9453	636	2980

I certify that I am authorized to sign financial reports and the information provided herein is true and accurate to the best of my knowledge.

Furthermore, Recipient hereby certifies that it has been open and operating during its normal business hours for the month of SEPTEMBER, as described in Attachment F, Warranties and Representation of the FY2018 LIHEAP Agreement.

Authorized Agency Representative:

  
\_\_\_\_\_

Date:

9/19/2018



**EMERGENCY SOLUTION GRANT (ESG)  
REPORT**

October 2018 New Contract Case Mgmt.	Hourly Rate	Employer-paid taxes hourly rate*	Hrly Leave Allocation rate*	Employer-paid benefits hourly rate*	Total hourly rate	Monthly total hours billed	Total billed
<b>Salaries/Services Cost</b>							
Ebony Louis							
RR Hourly Rate (26%)	\$ 18.79	0.5078	1.14	\$ 2.47	\$22.91	28.08	\$643.31
HP Hourly Rate (74%)	\$ 18.79	0.5078	1.14	\$ 2.47	\$22.91	79.92	\$1,830.97
Patricia Astorga							
RR Hourly Rate (24%)	\$ 18.79	0.5078	1.14	\$ 2.47	\$22.91	8.64	\$197.94
HP Hourly Rate (76%)	\$ 18.79	0.5078	1.14	\$ 2.47	\$22.91	27.36	\$626.82
<b>Total Services Costs</b>							<b>\$3,299.04</b>
<b>Administrative costs</b>							
Pa Houa Lee-Yang (supervisor)	\$ 30.39	4.762	2.27	\$ 4.73	\$ 42.15	15.20	\$640.68
<b>Office Spaces</b>							
Moore Haven Office rent: 25% of \$400	\$ 100.00						\$100.00
Avon Park Office rent: 75% of \$750	\$ 562.50						\$562.50
Total Office rent:	\$ 123.64					123.64	\$662.50
Office supplies:							\$123.64
<b>Travel Log</b>	<b>Mileage Rate</b>	<b>Traveled Dates</b>	<b>\$ .445 x miles</b>	<b>Total Mileage Billed</b>	<b>Amount Billed</b>		
Staff Ebony Louis	0.445		.445 x				
Staff Patricia Astorga	0.445	10/01, 10/05, 10/06, 10/12, 10/15, 10/16, 10/17, 10/21, 10/24, 10/26/2018	\$ .445 x 834	371.13	\$ 371.13		
<b>Total mileage</b>							<b>\$371.13</b>
<b>Total administrative costs</b>							<b>\$1,797.95</b>
<b>Total ALPI Invoicer: October 2018 New Contract</b>							<b>\$5,096.99</b>



DEPARTMENT OF EDUCATION  
DISBURSEMENT REPORT







# OTHER REPORTS

**ADVISORY COUNCILS' REPORTS**





## COUNCIL/COMMITTEE MEETING REPORT FORM

**INSTRUCTIONS:** Complete and submit to the Board Secretary after reporting to the full Board.

Central Regional Advisory Council  
**COUNCIL/COMMITTEE**

October 6, 2018  
**DATE**

### SEE ATTACHED ATTENDANCE ROSTER

#### Type of Report

- Reporting/Updating  
 Recommending Board Action  
 Recommending Policy Changes

The Central Region Advisory Council held its' Annual Meeting on Saturday, October 6, 2018 which included a program and business Meeting. The Keynote Speaker was Minister Abdul Al-Khatib of First Baptist MBC. This year's theme was "Exceeding the Vision and Making A Difference in the Community". The meeting was well attended by corporate, staff and community members. Each 2017/2018 Council Member was presented with a "Volunteer Service" plaque and a heartfelt "thank you" for their untiring support and service to the ALPI Organization during the program year.

#### ANNUAL MEETING/ELECTION OF COUNCIL MEMBERSHIP

Al Miller, C&ES Deputy Director opened the election process by validating the corporate membership eligibility to vote using the Corporate Membership Roster, as well as, reviewing the 2018 Regional Advisory Council Election Procedures. The following seats were declared vacant: eight (8) three-year terms (2018-2021).

Through the Nominating Committee, seven (7) said names were presented for the three-year terms (2018-2021). Patricia Gamble moved to accept the Nomination Committee's slate/recommendations; Elizabeth Scaife seconded. Motion carried. No nominations were made for the one (1) remaining seat (2018-2021). The installation of the 2018-2019 CRAC Membership and election validation results were as follows:

2018-2021	2017-2020	2016-2019
VACANT	Linda Bailey	Vermell Brown
Glenda Jones.	Clora Dubose	Jennie Calhoun
Marian Owens	Annie Larkins	Beulah Jones
Doris Parker	Johnnie McNair	Earnestine Davis
Jacqueline Rentz	Patricia Salary	Patricia Gamble
Margaree Simon	Elizabeth Scaife	Sandra Henry
Dorothy Spencer	Mary Shepherd	Josephine Howard
Ruby Willix**	Dawnetta Hayes-Wearing	Dorothy Shular

#### **ELECTION OF OFFICERS**

Through the Nominating Committee's slate, the results of the elections for the following positions were as follows:

Glenda Johnson, Chairperson  
Dorothy Spencer, Vice Chairperson  
Josephine Howard, Secretary  
Patricia Gamble, Treasurer  
Dorothy Parker, Parliamentarian

#### **BOARD REPRESENTATIVE (2018-2020)**

**Ruby Willix** is finishing term as the 2018-2020 Board Representative.



**The Agricultural and Labor Program, Inc.**  
**2018-2019 CRAC Attendance Roster**  
 (Scheduled Meetings: October, March, May, August)

Council Member	Oct 2018	Jan 2019 Agency's Annual Meeting	Feb Agency's Shared Gov.	Mar	May	Aug	Sept (TBD)
Linda Bailey	P						
Vermell Brown	P						
Jennie Calhoun	E						
Earnestine Davis	P						
Clora Dubose	P						
Patricia Gamble	P						
Sandra Henry	P						
Josephine Howard	P						
Beulah Jones	P						
Glenda Jones	P						
Annie Larkins	P						
Johnnie McNair	P						
Marian Owens	P						
Doris Parker	P						
Jacqueline Rentz	P						
Patricia Salary	E						
Elizabeth Scaife	P						
Mary Shepherd	P						
Dorothy Shular	P						
Margaree Simon	P						
Dorothy Spencer	P						
Ruby Willix	P						
<b>Total Present</b>	<b>20</b>						

P = Present

E = Excused

A = Absent





## COUNCIL/COMMITTEE MEETING REPORT FORM

**INSTRUCTIONS:** Complete and submit to the Board Secretary after reporting to the full Board.

The Eastern Region Advisory Council  
COUNCIL/COMMITTEE

October 20, 2018  
DATE

**Members Present/Absent:** *See Attach Meeting Attendance Roster*

**Type of Report**

- Reporting/Updating  
 Recommending Board Action  
 Recommending Policy Changes

**Brief Statement of Committee's Issue/Area Reporting:**

The Eastern Region Advisory Council hosted its Annual Membership and Arie Lou Perkins Scholarship luncheon on October 20, 2018 at Chester A. Moore Elementary School, Ft. Pierce Florida. The theme: "Stepping Toward success with ALPI". Mistress of Ceremony was Mrs. Annette Wilson-Brown newly joined council member. The keynote speaker was Elder Terrance Beauford, Firefighter/Paramedic with Martin County Fire Rescue.

Four Head Start Centers participated on the program, Francina Duval, Garden Terrace, George W. Truitt and Lincoln Park. Many parents and grandparents were there to support their children.

Three Arie Lou Perkins Scholarships in the amount of \$750.00 each were awarded to Ralphina Leger, Isaas Hernandez and Jonathan Derinor. They all attended Ft. Pierce Central High School.

Christine Samuel, Staff Liaison presented each Advisory Council Members with a plaque for their untiring services to ALPI.

**BUSINESS MEETING/ELECTION OF COUNCIL MEMBERSHIP:**

Christine Samuel, Staff Liaison facilitated the election process:

There were 8 seats open for three-year terms. There was a slate of 6 members being nominated for 3-year terms. There were no nominations from the floor for 3-year terms.

- Gena Spivey – 3 year terms – (2018-2021) - (receiving 15 votes)
- Marjorie Gaskin – 3 year terms – (2018 – 2021) - (receiving 15 votes)
- Katherine Sims– 3 year terms – (2018 – 2021) - (receiving 15 votes)
- Angela Jules – 3 year terms – (2018 -2021) – (receiving 15 votes)
- Margaret Porter – 3 year terms – (2018 – 2021) – (receiving 15 votes)
- Betty Bradwell – 3 year terms – (2018 – 2021) – (receiving 15 votes)

*There were no nominations from the floor for the 2 year and one year terms.*

Elder Terrance Beauford installed the 2018-2019 Advisory Council Members  
 Christine Samuel facilitated the election of officers for the 2018 – 2019 year.

The results are as follows:

- William Holt, Chairperson
- Constance Griffin, Vice Chairperson
- Gena Spivey, Treasurer
- Bobby Byrd, Parliamentarian

**Brief Background information and possible impact of issue/area (i.e.: Why is it an issue? Will funding, staff utilization, services and/or facility changes be necessary?)**

- NA

**Recommendation for Board Action, if any (State in the form of a motion(s) to be acted upon by the full Board). Attach brief summary of request.**

**The Agricultural and Labor Program, Inc.**  
**2018-2019 ERAC Attendance Roster**  
**(Scheduled Meetings: October, March, May, August)**

Name	October 2018 Annual Meeting	March 2019	May 2019	August 2019
Bradwell, Betty	P			
Brown, Clarence	P			
Byrd, Bobby	EA			
Cooper, Frances	P			
Estime-Connelly, Mercadez	EA			
Gaskin, Marjorie	P			
Griffin, Constance	P			
Holt, William	P			
Jules, Ann	P			
Mills, Donna	A			
Porter, Margaret	P			
Richardson, Beverly	P			
Sims, Katherine	P			
Spivey, Gena	P			
Wilder, Tiffany	P			
Wilcox, Mario	P			
Williams, Debra	P			
Wilson-Brown, Annette	P			
Total Present	15			

P = Present

E = Excused

A = Absent





THE AGRICULTURAL AND LABOR PROGRAM, INC.  
BOARD COMMITTEE REPORT

**INSTRUCTIONS:** Complete and submit to the Board Secretary after reporting to the full Board.

Northern Region & ATEC Advisory Council  
Name of Committee

Saturday October 13, 2018  
Date of Report

Members Present

Members Present

Donald Tillman, Chair

Marva Hawkins, Treasure

David Rucker

Charles Harris Jr.

Evelyn Seabrook

Beverly Wilson

Nereida Jackson

Constance Anderson, Secretary

Sheila Dixon, Asst. Secretary

**NO MEMBERS ABSENT**

Chester McNorton, V-Chair

Pa Houa Lee-Yang, Staff Liasion

**Type of Report**

Reporting/Updating

Recommending Board Action

Recommending Policy Changes

**Brief Statement of Committee's Issue/Area Reporting:**

**Business Meeting started at 10:04 a.m.**

- To Review Council Membership Roster
- To elect council members to NRAC & ATEC Advisory Council

**Brief Background information and possible impact of issue/area (i.e.: Why is it an issue? Will funding, staff utilization, services and/or facility changes be necessary?)**

- Moment of silence
- Secretary roll call of members
- Election of members for 2018-2021 by Community Services and Economic Development Deputy Director Albert (Al) Miller
- Slate were given to members
  - Motion to except the slate of members by David Rucker second by Marva Hawkins, motion carried

- Nomination from the floor by Marva Hawkins for Shelia Dixon also nominated from the floor Beverly Wilson by Shelia Dixon. Motion given by Marva Hawkins, second by David Rucker, motion carried

➤ Annual report given by Chairman Donald Tillman

**Meeting Adjourn at: 10:14 a.m.**

**Luncheon Program started at 11:00 a.m.**

**Mistress of Ceremony:** Shelia Dixon

**Welcome/Occasion and Introduction of Speaker By:** Evelyn Seabrook

**Speaker:** Dr. Isaac B. Deas II

**Newly elected council members were installed by:** Albert Miller, Community Services and Economic Development Deputy Director; along with the oath of office from members of the council.

**Awards were presented by:** Chairman Donald Tillman along with staff liaison Pa Houa Lee-Yang, CSBG Economic Development Director, and Interim CEO Arlene Dobison

**Closing Remarks:** were given by Chairman Donald Tillman, Pa Houa Lee-Yang and Interim CEO Arlene Dobison

**Luncheon Program adjourned at 11:55 a.m.**

**Recommendation for Board Action, if any (State in the form of a motion(s) to be acted upon by the full Board):**

➤ No Board Action at this time.





## COUNCIL/COMMITTEE MEETING REPORT FORM

**INSTRUCTIONS:** Complete and submit to the Board Secretary after reporting to the full Board.

The Southern Region Advisory Council

**COUNCIL/COMMITTEE**

October 15, 2018

**DATE**

**Members Present/Absent:** *See Attach Meeting Attendance Roster*

### Type of Report

- Reporting/Updating  
 Recommending Board Action  
 Recommending Policy Changes

### Brief Statement of Committee's Issue/Area Reporting:

The Southern Region Advisory Council held its' Annual Meeting on Monday, October 15, 2018 at the Lakeview Park Community Center in Frostproof, FL. The program was attended by corporate, staff and community members. Ms. Arlene Dobison, Interim Chief Executive Officer gave 'greetings'.

Each '2017-2018' Council Members were presented with a "Volunteer Service" plaque for their untiring support and service during the program year.

The '2018' *Seigler, Sims and Wade* Scholarship were given to: Essence Wright of Sebring, FL. Ms. Wright's parents accepted the scholarship in her stead. Ms. Wright received \$500.00.

Mr. Lester Roberts, former SRAC was recognized for his dedicated service to the council with the presentation of a 'throw' with his picture and a picture of the SRAC Council.

#### BUSINESS MEETING/ELECTION OF COUNCIL MEMBERSHIP:

The election process was introduced by Staff Liaison, Cheryl Burnham. Corporate Members were validated via the SRAC Corporate Member Roster.

Al Miller, Deputy Director, Community Services/Economic Development Division facilitated the '2018-2019' election process for the SRAC. The following seats were declared vacant: Eight (8) three-year terms (2018-2021); Three (3) seats for a two year term (2017-2019) and one (1) seat for a continuing one-year term (2016-2019).

Five (5) seats were filled for the (2018-2021) three-year term:

The 2018-2019 Officers are as follows:

- Barbara Grace, Chairperson
- Kimberly Ross, Vice-Chairperson
- Annie Robinson, Secretary
- Noemi Cruz, Treasurer

*Barbara Grace* is the SRAC representative to the Board of Directors for '2018-2020'.

**Brief Background information and possible impact of issue/area (i.e.: Why is it an issue? Will funding, staff utilization, services and/or facility changes be necessary?)**

- NA

**Recommendation for Board Action, if any (State in the form of a motion(s) to be acted upon by the full Board). Attach brief summary of request.**

**The Agricultural and Labor Program, Inc.**  
**2018-2019 SRAC Attendance Roster**  
**(Scheduled Meetings: October, March, May, August)**

Name	October 2018 Annual Meeting	March 2019	May 2019	August 2019
John Ash	P			
Katie Clarke	P			
Noemi R. Cruz	P			
Minister Kelly Paul Galati	E			
Ruth Gay	A			
Barbara Grace	P			
Rosa Hampton	P			
La Vita Holmes	E			
Annette Jones	P			
N'Kosi Jones	P			
Bernice Lopez	P			
Emma Malcolm	P			
Tracy Maloy	P			
Lester Roberts     Resigned				
Annie Robinson	P			
Kimberly Ross	P			
Beverly Sloan     Resigned				
Terry Wellington	P			
Total Present				

P = Present

E = Excused

A = Absent



**HEAD START / EARLY HEAD START  
POLICY COUNCIL  
REPORT**



## COUNCIL/COMMITTEE MEETING REPORT FORM

**INSTRUCTIONS:** Complete and submit to the Board Secretary after reporting to the full Board.

Policy Council  
**COUNCIL/COMMITTEE**

October 1-3, 2018  
**DATE**

**Members Present/Absent: Attach Meeting Attendance Roster**

**Type of Report**

- Reporting/Updating  
 Recommending Board Action  
 Recommending Policy Changes

**Brief Statement of Committee's Issue/Area Reporting:**

- The newest elected Policy Council members were orientated and trained on October 1-2, 2018. Mable Jones, from the Jones Connection facilitated the orientation/training. Ms. Jones also facilitated the Policy Council Election of Officers. The members elected are as follows:
  - Chairperson: Cobie B. Tai
  - Vice-Chairperson: Tamarind L. Hill
  - Secretary: Yolanda Robinson
  - Treasurer: Danyella Jackson
- The Policy Council also elected the member who will represent the Policy Council in the Board of Directors Meetings. Dr. George Grace was elected to serve as the representative.
- On October 3, 2018, the first Policy Council meeting was conducted. The items of approval included: Consent Agenda, Human Resources new hires and terminations, etc.

**Brief Background information and possible impact of issue/area (i.e.: Why is it an issue? Will funding, staff utilization, services and/or facility changes are necessary?)**  
 Not at this time.

**Recommendation for Board Action, if any (State in the form of a motion(s) to be acted upon by the full Board). Attach brief summary of request.**  
 Not at this time.



**DRAFT**

Agricultural and Labor Program, Inc.  
 Head Start/Early Head Start Policy Council Program Governance Orientation/Training  
**ALPI Administrative Office**  
 2202 Avenue Q, Fort Pierce, FL  
 October 1-2, 2018

### MINUTES

The Agricultural and Labor Program, Inc., and Mable Jones, from The Jones Connection facilitated and trained the newest elected Policy Council members for the 2018-2019 program year on Program Governance. Caroline W. Looney, Division Deputy Director; Myrna Rodriguez and Aletta Stroder, Program Operations Directors greeted and welcomed participants.

**Present:** Andrew Hendricks, Tamarind L. Hill, Danny Hadden, Yolanda Robinson, Elza Laurent, Crystal Booker, Jasmine Troutman, Dr. George Grace, Lakayla Jackson, Danyella Jackson, Teaira Reed, Cobie B. Tai, Nikyta L. Woods, Suntory Safford, Shantol Britton, Marleny Torres Serrano, Steve Durant Estima, Linda Halpin and Priscilla Spears.

**Staff Present:** Caroline W. Looney, Deputy Director, Myrna Rodriguez and Aletta Stroder, Program Operations Directors; and other Management staff.

Mable Jones facilitated the introduction of participants. Ms. Jones provided an overview of the training materials that each participant had received. These materials included, but were not limited to the following: Program Governance Manual for Policy Council and Board of Directors, PowerPoint presentation, etc. Caroline W. Looney, Myrna Rodriguez and Aletta Stroder welcomed all the members and thanked them for their commitment and interest in being a part of the Policy Council.

Mable Jones provided an overview of the materials covered in the Manual to include but not limited to:

- Program Governance
  - Definition of Communication
  - Head Start Performance Standards
  - Board of Directors Structure
    - Roles and Responsibilities
  - Policy Council Structure
    - Roles and Responsibilities
  - Parent Committee Structure
    - Roles and Responsibilities
  - Agency Umbrella
    - Funding
    - Enrollment
    - Agency Services/Resources
- Parent, Family and Community Engagement Framework
- Organizing Effective Meetings
- Code of Conduct

- Families as Advocates and Leaders
- Parent Volunteers

On the second day, Mable Jones opened up the meeting by welcoming everyone and asking new participants to introduce themselves. Ms. Jones continued with the overview of the Head Start Performance Standards and included a recap of day one of the orientation/training.

In addition, on the second day of the orientation/training elections of officers were conducted. Ms. Jones provided a brief description of the election process emphasizing the responsibilities of the officers. The Policy Council membership and quorum was established. Ms. Jones opened the floor for nominations.

**Chairperson:** Cobie B. Tai, Jasmine Troutman, and Danny Hadden were nominated. Nominations closed on the said names. Each candidate made a brief statement. Approval by ballot voting Cobie B. Tai was elected Chairperson.

**Vice-Chairperson:** Tamarind L. Hill and Danny Hadden were nominated. Nominations closed on the said names. Each candidate made a brief statement. Approval by ballot voting Tamarind L. Hill was elected Vice-Chairperson.

**Secretary:** Yolanda Robinson was nominated. Nomination closed on the said name. Approval by ballot voting Yolanda Robinson was elected Secretary.

**Treasurer:** Crystal Booker and Danyella Jackson were nominated. Nominations closed on the said names. Each candidate made a brief statement. Approval by ballot voting Danyella Jackson was elected Treasurer.

**PC Board Representative:** Dr. George Grace was nominated. Nomination closed on the said name. Approval by ballot voting Dr. George Grace was elected PC Board of Directors Representative.

In closing Mable Jones and Management Staff congratulated elected members and welcomed and thanked them once again for their commitment to the program and the organization.

Members were reminded of the upcoming Policy Council Meeting scheduled for October 3, 2018 at 10:30am; at which time it will be the first business meeting.

\_\_\_\_\_  
Policy Council Chairperson

\_\_\_\_\_  
Date



Josephine Howard made a motion to approve the Consent Agenda as presented. Yolanda Robinson seconded. Motion carried.

#### **6. POLICY COUNCIL COMMITTEES**

**Personnel/Grievance Committee:** Aletta Stroder presented and distributed the Human Resources list of new hires dated October 3, 2018 for review and approval. The Human Resources listing of new hires included: 1 Caregiver, 1 Family Services Worker, and 2 Maintenance Workers.

Additionally, the Human Resources list of new hires and terminations dated September 5, 2018 was presented for ratification. The Human Resources listing of new hires included: 1 Caregiver, and 4 Teacher Assistants. Terminations: 1 Teacher and 1 Teacher Assistant.

Dr. George Grace made a motion to approve the Policy Council Human Resources Listings as presented. Jasmine Troutman seconded. Motion carried. (The original Human Resources Listings are on file with the minutes).

**Grants/Fiscal Committee:** No report was given as this time; however, Myrna Rodriguez explained that the financial reports will be presented at the next meeting.

#### **7. REPORT**

**Board of Directors:** Josephine Howard reported. Mrs. Howard provided a brief explanation and process of the Board Representative as well as the Policy Council Representative at the Board of Directors Meetings. In addition, Mrs. Howard informed the members of the Wall of Fame and it's honorees.

Felicia Sweeting-Harris made a motion to approve the Board of Directors report as presented. Crystal Booker seconded. Motion carried.

#### **8. OLD BUSINESS**

No old business at this time.

#### **9. NEW BUSINESS**

No new business at this time.

#### **10. ADJOURNMENT**

The meeting was adjourned at 11:30a.m. Crystal Brooker made a motion to adjourn the meeting. Dr. George Grace second. Motion carried.

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Policy Council Chairperson

**AGRICULTURAL AND LABOR PROGRAM, INC.  
2018-2019 POLICY COUNCIL MONTHLY MEETING ATTENDANCE**

CENTER	NAME	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT
		2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018
Lincoln Park Head Start	Cobie B. Tal	P										
Lincoln Park Head Start	Nkya L. Woods	P										
Garden Terrace Head Start	Danny Hadden	E										
Garden Terrace Head Start	Danyella Jackson	P										
Queen Townsend HSC II	Crystal Booker	P										
Queen Townsend HSC II	Jasmine Troutman	P										
Child Development & Family Services	Andrew Hendricks	E										
Child Development & Family Services	Shantel Brnton	P										
Francina Duval Head Start	Scarlet M. Vega	A										
George W. Truitt Family Services	Yolanda Robinson	P										
George W. Truitt Family Services	Priscilla Spears	E										
Frostproof Child Development	Tamarind L. Hill	P										
H5 Contracted Site St. Lucie	Mulane Charles	A										
Community Representative	Felicia Sweeting Harris	P										
Community Representative	Linda Halpin	E										
Community Representative	Donna Gibson	A										
Community Representative	Dr. George Grace	P										
Board Representative	Josephine Howard	E										

*Total Representatives Present:*

CENTER	NAME	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT
		2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018
Lincoln Park Head Start	Eta Laurent	E										
Lincoln Park Head Start	Steve Durand Estima	P										
Garden Terrace Head Start	Teaira Reed	P										
Garden Terrace Head Start	Tiara King											
Queen Townsend HSC II	Lamonika Murphy											
Queen Townsend HSC II	Suntory Safford											
Child Development & Family Services	Amarylis Rosario											
Child Development & Family Services	Noelia Garcia											
Francina Duval Head Start	Raquel Blizell											
George W. Truitt Family Services	CurShaonda Brown											
George W. Truitt Family Services	Orlethea Plowden											
Frostproof Child Development	Lakayla Jackson	P										
H5 Contracted Site St. Lucie	Grace Potts											

**P - PRESENT      E - EXCUSE      A - ABSENT       NO MEETING**



**BOARD ANNUAL FUNDRAISING REPORT**

**THE AGRICULTURAL AND LABOR PROGRAM, INC  
2018 BOARD OF DIRECTORS**

	Assessed	Contributed To Date	Balance Due
Katie Clark	1,000.00	165.00	835.00
Sheila Dixon	1,000.00	35.00	965.00
Kim Johnson	1,000.00	-	1,000.00
Kimberly Ross	1,000.00	1,000.00	-
Marjorie Gaskin	1,000.00	210.00	790.00
Marva Hawkins	1,000.00	1,400.00	(400.00)
William Holt	1,000.00	1,120.00	(120.00)
Josephine Howard	1,000.00	700.00	300.00
Pat Gamble	1,000.00	175.00	825.00
Annette Jones	1,000.00	70.00	930.00
Glenda Jones	1,000.00	270.00	730.00
Chester McNorton	1,000.00	500.00	500.00
Vernon McQueen	1,000.00	9,000.00	(8,000.00)
Vacant	1,000.00	-	1,000.00
Stacy Campbell-Domineck	1,000.00	1,000.00	-
David Walker(deceased)	1,000.00	95.00	905.00
Barbara Grace	1,000.00	105.00	895.00
Ruby Willix	1,000.00	105.00	895.00
Shannyn Serrano	1,000.00	-	1,000.00
LaVita Holmes	1,000.00	1,000.00	-
Vacant	1,000.00	-	1,000.00
<b>Total</b>	<b>21,000.00</b>	<b>16,950.00</b>	<b>4,050.00</b>

If you should have any questions please see individual detail sheets or call Dennis Gniewek.

11/2/2018