

Capital Area
Community Action
Agency

Head Start Policy Council Meeting
2813 South Meridian Street, Tallahassee
Conference Call # 712.770.5505 Code 598472
May 16, 2019
6:00 p.m.

1. Call to Order
2. Sign-in/Attendance
3. Establish a Quorum
4. Consent
 - a. Policy Council Minutes
5. Action
 - a. Financial Report
 - b. Personnel Actions
6. Center Updates- What's Working and What's Not
7. Program Updates
8. Director's Report
9. Office of Head Start Updates
10. Chairperson's Report
11. Other Business
12. Meeting Adjourned

Next Meeting: Scheduled for June 20, 2019



309 Office Plaza Drive • Tallahassee, Florida • 32301 • 850.222.2043
www.CapitalAreaCommunityAction.org



Head Start Policy Council Meeting

Minutes

April 18, 2019

6:00pm

1. Meeting called to order at 6: 12 pm
2. Roll call was taken by Jashunta Kelly. Representatives present included the following: Lauren Johnson (CR), Kim Wilson (R), Veronica Doolan(R), Lakeisha Lloyd (R), Jashunta Kelly (R), Tiffany Similien (CR), and Luciana Brown (CR).

Capital Area Community Action Agency staff present included the following people: Nina Self, Nichele Rolle, and Cynthia Valencic.

3. Quorum was established.

4. Consent

- a. Minutes- The minutes were reviewed by all members of Policy Council. Members consent to accept the minutes as typed. There were no corrections to be made.

5. Action Items

- a. Financial Report- Jashunta Kelly made a motion to hear the financial report and the motion was seconded by Lakeisha Lloyd. The financial report and narrative was reviewed by Cynthia Valencic. VPK funds were received which increased the revenue. Non-federal share is at 42%. Rent and space cost is over budget. Food cost is over budget due to cost associated with Hurricane Michael. We are over in expenditures for the month. Lakeisha asked is a plan in place so that we do not continue to be over budget in rent and space. Nina explained Tim has met with the school board to try and reduce the cost. Nina stated we will also try and negotiate at Mabry Enrichment Center. Nina also explained that when we redo our grant we can also ask for startup money which if granted, can allow us to look/ move into more affordable buildings. Lauren asked why water is classified as classroom supplies and not raw food cost. Cynthia explained that raw food is the food we get reimbursed for and the water containers in the classroom do not fall under that category. Lauren also asked when will Tim know if the rent will be reduced from the school board. Nina stated the school board is not exactly sure in the direction they are going with the redevelopment of the South Side Community and doesn't have an exact date as of yet.

Tiffany Similien made a motion to approve the financial reports; Jashunta Kelly second the motion. Financial report was approved.

- b. Personnel Actions- No personnel actions at this time.

6. Director's Report: Nina reviewed Tim's attached Director's report. Nina explained we will be going back to staggering Head Start teacher for extended Day. Extended Day will be provided at South City, Mabry and, Louise B. Royal.
7. Center Updates:

Jashunta (South City)- Everything is going well. She thinks the Ready Rosie information is very educational. She is learning a lot of things she can do with what she has at home.

Kim (LBR)- Kim stated everything is going well at the center and she loves that the newsletters have been going out via text/email. She also enjoys the Ready Rosie text/emails,

Lakeisha (Mabry)- Lakeisha reported that everything seems to be going well at her center. They had 2 field trips and none of the children were hurt. All the children are having fun.

Veronica (Franklin)- stated everything in Franklin County is going well and the children are excited about the upcoming transition ceremony
8. 2019-2020 Menu Suggestions: Jashunta appreciates her children are eating healthy, however in the mornings the children complain about always having to eat cereal. She also stated the children do not like the grits by itself; Tiffany suggests incorporating eggs with the grits. Luciana suggested adding a stir fry with meat. It was also a concern that some children do not like the tuna and will not eat. The oatmeal is not sweet and Splenda was a suggestion to help with the sweetness. Children love the pasta. The menu suggestions will be given to Barbara Evans and her number was provided to the council.
9. Office of Head Start Updates: No office of Head Start Updates at this time.
10. Chairperson's Report: No chairperson's report at this time.
11. Other Business: Luciana reminded the parents about the Kids Fest on May 4th and also about a meeting for Autism in Franklin County at the new library.
12. The meeting was adjourned at 6:50 p.m.

Head Start Financial Statement Narrative For the Six Months Ending March 31, 2019 Capital Area Community Action Agency

As of March 31, 2019, we have completed six months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 50% of the annual budget with some Head Start expenses closer the 60%. At month end, the Year to Date Actual Revenue and Expenses are 63% and 59% respectively, with income of \$160,794. This income includes deferred revenues of \$63,499 from the prior fiscal and the revenue from this year's VPK. These funds are earmarked for expected expenses later in the year for restocking of program and classroom supplies.

Year to Date Non-Federal Share (NFS) Match totals \$440,745, or 51% of the \$866,176 total match required for the fiscal year ending September 30, 2019. At this point in the year, we would expect to be between 50-60%.

Expenditure Variances and Explanations

The Statement of Revenue and Expenditures tracks year-to-date progress by budget line item. Actual revenues and expenditures are compared to the original budget for each budget line item by amount and percentage. Some budget line items may be below or above the expected percentage at any given point in the year. This can be caused by something as innocuous as the revenue or expense occurring unevenly at different points of time during the year, such as a one-time insurance payment. In other words, one twelfth of every budget item is not necessarily paid each month. Therefore, when there is a significant variance, the following explanations are provided. It is important to note that, while a specific line item may be over budget, the overall Agency budget should not be over budget. Adjustments are often made at the end of a grant or fiscal year to ensure that all budgets are balanced.

Program Supplies-is slightly over benchmark budget primarily due to the addition of bottled water in our centers. The difference in the amount from last fiscal year and this year is the difference in adding Artezia to the other centers.

Kitchen Supplies – is currently over the budget benchmark due to re-stocking expenses incurred at the beginning of the fiscal year.

Contractual Services – Health/Disabilities – is slightly above the budget benchmark, but this is expected and should even out over the year.

Rent/Space Cost – is over the benchmark budget. Unless changed, this item will exceed budget by approximately \$105,000 by year end.

Utilities – are over benchmark budget and will be over budget for the year. The South City location's utilities are over double the amount of prior year. This is a set amount and doesn't fluctuate with usage. It is anticipated that this budget line will be over by \$30,000 by year end.

**Head Start Financial Statement Narrative
For the Six Months Ending March 31, 2019
Capital Area Community Action Agency**

General Liability and Property Insurance – is over benchmark budget after the 25% down payment and first month payment. This expense is charged over 10 months and much is expended upfront.

Communications – is currently over the benchmark budget with only a couple of repairs in the expenses. This item is forecast to be over budget by year end, unless changes are made.

Repairs and Maintenance – Recurring and Non-recurring – These are both over the budget benchmark (63% combined). Adjustments to the overall budget should be made to accommodate these expenses.

Technology and Dues and Subscriptions – reflects a number of yearly expenses paid in October so it is over the benchmark budget currently but should even out over the course of the year.

Registrations and Meetings/Workshops/Training – are over the benchmark budget with expenses mostly attributed to the FHSA conference. However, when combined with the budget currently in Training/Staff Development, the three are more in line with what would be expected. Management should continue to monitor these three lines items together to ensure that they are brought to within budget before year end.

Raw Food Cost – is slightly over the budget benchmark. Part of this is due to some charges being miscoded here and part is due to loss associated with Hurricane Michael. Management will continue to monitor this situation and adjust as necessary.

Revenue Variances and Explanations

Government Contracts - State - is over benchmark budget due to both an increase in the payments from VPK and to deferred revenues from the prior fiscal year, which are not included in the budget. Hopefully, the trend will continue.

Capital Area Community Action Agency
 HDST Program Revenue and Expenditures
 For the Six Months Ended 3/31/2019

		Total	Current	Total	Prior Year	%
		Budget -	Year	Variance -	Actual	
		Original	Actual	Original	Actual	%
Revenue						
4000	Government Contracts - FEDERAL -	3,464,698	2,002,794	(1,461,904)	1,641,723	58%
4010	Government Contracts - STATE	426,240	451,561	25,321	532,148	106%
4020	Government Contracts - LOCAL	53,500	28,468	(25,032)	34,712	53%
4100	Grants - Other Not-for-Profits	13,000	6,502	(6,498)	7,504	50%
4210	Contributions- Restricted	0	1,407	1,407	11,151	
	Total Revenue	3,957,438	2,490,732	(1,466,706)	2,227,237	63%
Expenditures						
6010	Salaries & Wages	1,937,004	1,104,332	832,672	1,027,385	57%
6110	Fringe	551,659	307,735	243,924	292,599	56%
6180	Staff Screenings	2,500	147	2,353	475	6%
6210	Indirect Costs	511,126	277,414	233,712	271,386	54%
6310	Travel - In Area	3,500	2,337	1,163	2,102	67%
6315	Travel - Out of Area	500	35	465	0	7%
6410	Office Supplies	7,500	3,131	4,369	3,660	42%
6415	Program Supplies	22,579	16,375	6,204	14,551	73%
6420	Classroom Supplies	38,246	3,754	34,492	9,135	10%
6430	Kitchen Supplies	12,721	12,272	449	11,791	96%
6440	Medical/Dental Supplies	500	270	230	237	54%
6510	Copies/Printing/Copier	12,000	6,548	5,452	7,681	55%
6600	Postage and Delivery Expense	1,200	448	752	591	37%
6710	Contractual Services/Professional	15,000	0	15,000	4,650	0%
6715	Contractual Services – Health/Disabilities	170,837	119,367	51,470	105,256	70%
6810	Rent/Space Cost	150,000	125,244	24,756	106,344	83%
6820	Utilities	62,500	45,285	17,215	36,373	72%
6830	General Liability and Property Insurance	21,000	19,301	1,699	14,337	92%
6840	Communications	37,530	27,528	10,002	24,873	73%
6850	Repairs & Bldg Maintenance- Recurring	75,000	50,473	24,527	85,913	67%
6855	Repairs & Bldg Maintenance -	0	14,621	(14,621)	0	
6910	Equipment Maintenance	14,000	9,135	4,865	8,249	65%
6920	Vehicle Expense	37,350	14,236	23,114	23,739	38%
6930	Equipment Lease	8,500	3,550	4,950	4,937	42%
6940	Technology	12,500	11,619	881	12,128	93%
7010	Fees, Licenses, and Permits	1,500	676	824	502	45%
7020	Dues/Subscriptions	2,500	2,269	231	2,024	91%
7320	Expendable Equipment	5,000	2,412	2,588	2,289	48%
7410	Registration Fees	2,000	4,313	(2,313)	1,945	216%
7420	Meetings/Workshops/Training	14,850	10,454	4,396	10,893	70%
7430	Training/Staff Development	40,998	11,202	29,796	4,015	27%
7440	Advisory/Board Member Expenses	2,000	894	1,106	763	45%
7450	Advertising	2,000	103	1,898	650	5%
7460	Parent Activities	1,200	0	1,200	125	0%
7510	Raw Food Cost	180,139	122,457	57,682	120,102	68%
	Total Expenditures	3,957,438	2,329,938	1,627,500	2,211,698	59%
	Excess Revenue over (under) Expenditures	0	160,794	160,794	15,540	

March 2019 Head Start Credit Card Charges

Vendor Name	Expenses	GL Code	Fund Code	Effective Date	Document Description	Document Number	Transaction Description
LOWE'S	125.83	6855	1064	3/28/2019	ACCT# 82130109084241- MARCH	032819LOWES	ACCT# 82130109084241- MARCH 2019
HANCOCK WHITNEY BANK	97.60	6920	1064	3/27/2019	ACCT#XXXX6623- DARREL JAMES	032719-DJ	FUEL FOR CO. CAR
HANCOCK WHITNEY BANK	25.00	7420	1064	3/27/2019	ACCT#XXXX5810- VENITA	032719-VT	RENTAL SPACE FOR IN SERVICE
HANCOCK WHITNEY BANK	<u>220.00</u>	7440	1064	3/27/2019	ACCT#XXXX8165- NICHELE	032719-NR	FOOD FOR POLICY COUNCIL MEETING
Total Credit Cards	<u>468.43</u>						

Payee HANCOCK WHITNEY BANK
 Vendor ID HANCOCK CC Account #:

59409
 4/15/2019
 it
 \$776.76

Invoice	Description
032719-NR	[REDACTED] NICHELE RICHARDS

Hancock Whitney Bank
 MAHAN
 04/16/19 13:23

Seq: 0026 ID: 106964 CB: 7122

Account Number: [REDACTED]
 Credit Card Payment \$776.76
 Posting Date: 04/16/19
 Thank you for banking with us.

\$776.76

LMP40 M/P CHECK
 Rev 1/17



10447

Card for FREE today, visit visasavingsedge.com.

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
02-28	02-27	24445009059000994142945	5411	PUBLIX #1051 TALLAHASSEE FL	M25.32 ✓
02-28	02-27	24269799059001148399620	5812	MARCOS PIZZA - 8078 TALLAHASSEE FL	M90.93 ✓
03-01	02-28	24431069060026852831391	8351	EARLY EDUC & CARE INC .EECKIDS.ORG FL	M70.00 ✓
03-01	02-28	24231689059083033827814	5811	MOE'S SW GRILL #373 OLO TALLAHASSEE FL	M220.00 ✓
03-07	03-06	24428069065300591627406	5814	MISSION BBQ TALLAHASSEE F TALLAHASSEE FL	M187.35 ✓
03-14	03-13	24445009073001018839401	5411	PUBLIX #1051 TALLAHASSEE FL	M24.76 ✓
03-21	03-20	24733099080400737000019	5814	JERSEY MIKES 13076 TALLAHASSEE FL	M158.40 ✓
03-22	03-22	74270849081100010417341	0000	BRANCH PAYMENT - THANK YOU	M1,288.88

dn
 4/13/19

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
03-27-19	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 776.76
		NEW CASH ADVANCES .00
		CREDITS 1,288.88
		STATEMENT TOTAL 512.12 cr
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,500.00

Payee: HANCOCK WHITNEY BANK
 Vendor ID HANCOCK CC

Account #:

Invoice	Description
032719-VT	[REDACTED]

59413
 4/15/2019
 unt
 \$25.00

Hancock Whitney Bank
 MAHAN
 04/16/19 13:25

Seq: 0028 ID: 106964 CB: 7122

Account Number: [REDACTED]
 Credit Card Payment \$25.00
 Posting Date: 04/16/19
 Thank you for banking with us.

\$25.00

LMP40 M/P CHECK
 Rev 1/17



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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
03-22	03-22	74270849081100010417424	0000	BRANCH PAYMENT - THANK YOU	M35.00
03-27	03-26	24692169085100803679994	8398	ARC*RED CROSS DONATION 800-733-2767 CA	M25.00

Handwritten: 4/13/19

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
03-27-19	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 25.00
		NEW CASH ADVANCES .00
		CREDITS 35.00
		STATEMENT TOTAL 10.00 cr
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 4,000.00

Payee HANCOCK WHITNEY BANK
 Vendor ID HANCOCK CC

Account #:

59407
 1/15/2019

Invoice	Description
032719-DJ	DARREL JAMES

\$417.20

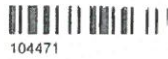
Hancock Whitney Bank
 MAHAN
 04/16/19 13:25

Seq: 0019 ID: 103340 CB: 7121

Account Number: [REDACTED]
 Credit Card Payment \$417.20
 Posting Date: 04/16/19
 Thank you for banking with us.

\$417.20

LMP40 M/P CHECK
 Rev 1/17



10117

Card for FREE today, visit visasavingsege.com.

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
03-08	03-06	24692169066100557604506	5542	GATE 1194 Q80 TALLAHASSEE FL	M52.60
03-20	03-18	24692169078100605493254	5542	GATE 1194 Q80 TALLAHASSEE FL	M45.00
03-22	03-22	74270849081100010417267	0000	BRANCH PAYMENT - THANK YOU	M237.50
03-25	03-22	24207859082160302245553	5046	BIG BEND RESTAURANT SUPPL TALLAHASSEE FL	M319.80

97.60

4/13/19

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
03-27-19	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 417.20
		NEW CASH ADVANCES .00
		CREDITS 237.50
		STATEMENT TOTAL 179.70
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 3,000.00

Payee LOWE'S
Vendor ID LOWES

Account #:

59392
4/11/2019

Invoice	Description	Discount	Amount
032819LOWES	[REDACTED] MARCH 2019	\$0.00	\$125.83
Total :			\$0.00
			\$125.83

Lowes[®] Business Card Account

CAPITAL AREA COMM ACTION
Account Number [REDACTED]

Visit us at www.lowes.com/credit
Customer Service: 1-800-444-1408

Summary of Account Activity	
Previous Balance	\$94.06
- Payments	\$94.06
- Other Credits	\$19.46
+ Purchases/Debits	\$203.21
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
New Balance	\$183.75
Credit Limit	\$11,000.00
Available Credit	\$10,816.00
Statement Closing Date	04/02/2019
Days in Billing Cycle	31

Payment Information	
New Balance	\$183.75
Total Minimum Payment Due	\$25.00
Payment Due Date	04/28/2019

Transaction Summary				
Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
03/18	03/18		PAYMENT - THANK YOU	(\$94.06)
03/25	03/25	23553	STORE 0417 TALLAHASSEE FL	\$46.87
03/26	03/26	39696	STORE 0417 TALLAHASSEE FL	\$4.07
03/27	03/27	39847	STORE 0417 TALLAHASSEE FL	\$7.97
03/28	03/28	10836	STORE 0716 TALLAHASSEE FL	\$19.46
03/28	03/28		STORE 0716 TALLAHASSEE FL	(\$19.46)
03/28	03/28	29770	STORE 0716 TALLAHASSEE FL	\$29.91
04/01	04/01	24039	STORE 0417 TALLAHASSEE FL (57.92 is Holdings)	\$94.93

Interest Charge Calculation						
Your Annual Percentage Rate (APR) is the annual interest rate on your account.						
Type of Balance	Expiration Date	Annual Percentage Rate	Balance Subject To Interest Rate	Interest Charge	Balance Method	
Regular Purchases	NA	21.99%	\$0.00	\$0.00	2D	

CUSTOMER SERVICE: For Account Information log on to www.lowes.com/credit. This account is not registered. The authentication code is: EBT542, or call toll-free 1-800-444-1408.

PAYMENT DUE BY 5 P.M. (ET) ON THE DUE DATE.

NOTICE: We may convert your payment into an electronic debit. See reverse for details, Billing Rights Information and other important information.

Capital Area Community Action Agency, Inc.
 Head Start NFS Match Requirements
 For the 6 Months Ending March 31, 2019

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		35,589			
Grants - Other Not for Profits		6502			
In-Kind Revenue		264,059			
VPK/SR		134,596			
	866,176	440,745	51%	425,431	49%



PO Box 4019
 Gulfport, MS 39502-4019
 Return Service Requested



Page: 1 of 1

Statements Dates
 03/01/2019 - 03/31/2019

Account Number:
 4620332

Images:
 0

***ZERO CHECKS* E0**

350 010000 001
CAPITAL AREA COMMUNITY ACTION AGENCY
HEAD START POLICY COUNCIL
PARENT ACTIVITY FUND
 309 OFFICE PLAZA DR
 TALLAHASSEE FL 32301

**VISIT HANCOCKWHITNEY.COM OR CALL US AT 800-448-8812
 TO ENROLL IN ONLINE BANKING WITH ESTATEMENTS.**

Checking Account Summary

PREVIOUS BALANCE	1,187.68	AVERAGE BALANCE	
+ 0 CREDITS	.00		1,187.68
- 0 DEBITS	.00	YTD INTEREST PAID	
- SERVICE CHARGES	.00		.00
+ INTEREST PAID	.00		
ENDING BALANCE	1,187.68		

● **Balance By Date**

Date	Balance	Date	Balance	Date	Balance
02/28	1,187.68				



010000001

Handwritten signature and date: 4/10/19

RECEIVED
 APR 09 2019

Quality Counts

April 2019



Vital Statistics

(Pulled May 13, 2019 beginning @ 2318 hours for April 1-30, 2019)

Enrollment

Compliance

NO

Current Enrollment

375

Cumulative Enrollment

434

Disability Services

(Reports 2001 & 2005)

Compliance

NO

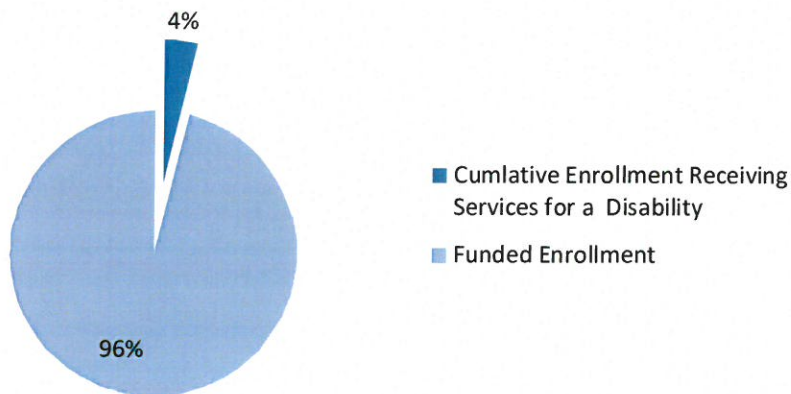
Students with Disabilities

14

Students with Concerns

42

Disability Services



NOTES:

Per the 2016 Head Start ERSEA review protocol, programs are expected to reach the 10 percent requirement at any point during the program year. For reviews occurring between October and December, the program must have reached 10 percent at some time during the previous program year. For reviews occurring between January and September, the program must have reached 10 percent at some time during the current program year.

Attendance

Compliance

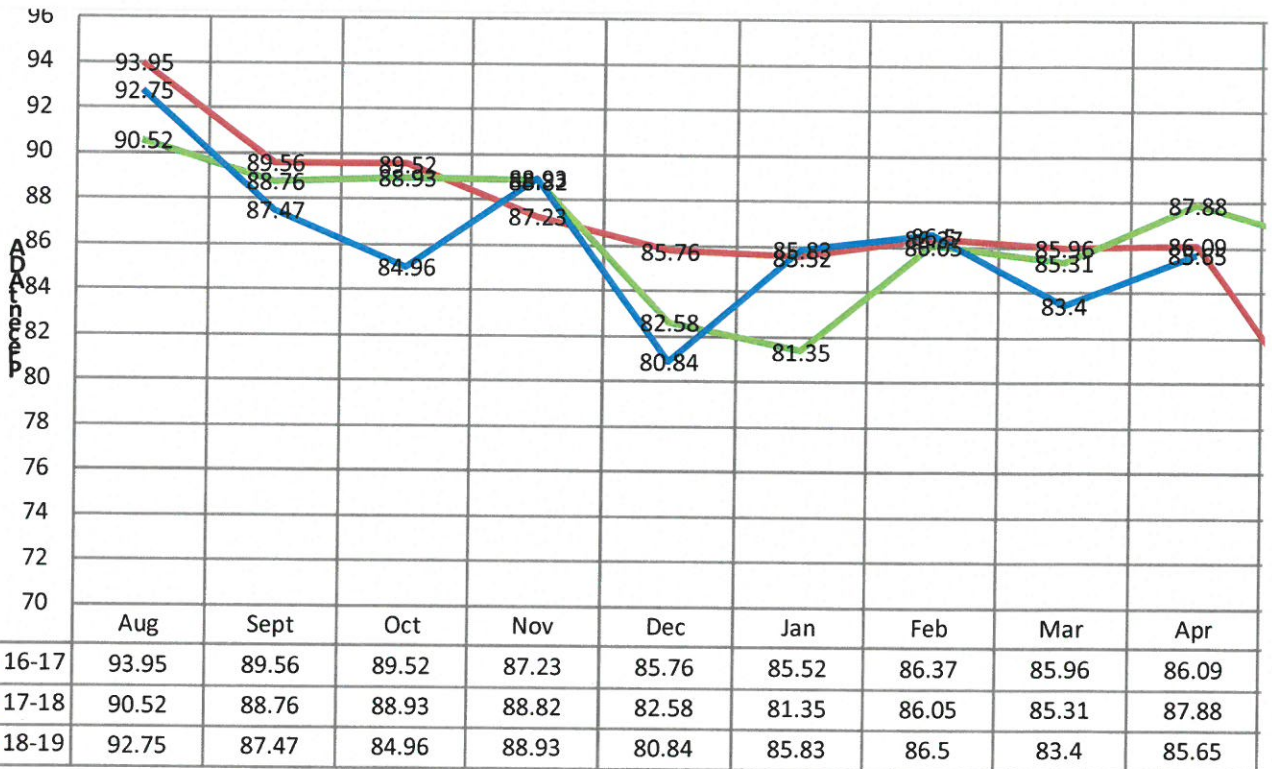
YES

Funded Attendance

85.04

Actual Attendance

85.65



NOTES:

- 2018-2019 April attendance was lower than the historical average for this 5 year grant cycle.
- At this point in the school year 111 students have been absent for between 10% and 20% of the days offered to them and are at risk of missing 10% of the program.
- At this point in the school year 96 students have been absent for more than 20% of the days offered to them and are at risk of missing 20% of the program. (Report 2336 or 2306).

(Pulled May 14, 2019 beginning @ 2430 hours for January 1-31, 2019)



2018-2019 Goals Progress



Long Term Goals	Short Term Objectives	Activities/Outcomes
Reduce the caseloads of Family Advocates to allow for more direct services to families.	Research ways that caseloads can be reduced. This includes a time study to see where they are currently focusing their efforts, and a possible redistribution of the workload.	The average case load has been reduced to 47.25. The mode is 54.
Develop partnerships with various agencies that will enable us to identify and serve the homeless population more effectively.	Partner with the Big Bend Homeless Coalition to enroll students of homeless families that are housed in local shelters.	Focus group has been postponed until June.
Relocate all Head Start centers to state of the art facilities.	As leases expire on current facilities renegotiate to renovate, or relocate better facilities to lease or purchase as funding permits.	Progress continues to be made on the Franklin County Early Education Center.
Create a more robust Family Engagement Plan and increase family involvement.	Increase family involvement to 10% the first year, and an additional 5% each year thereafter.	Ready Rosie has 144 registered users . Parents are using RR to improve their abilities in relationships, as educators, and as learners
Establish a consolidated service center on the south side of Leon County to make services more accessible.	Offer expanded services at the South City Head Start location.	LIHEP services are offered at centers for families.
Restructure our organization to allow for seamless delivery of services.	Design an plan for a "one stop shop" for Agency services for all clients that seek us for any type of assistance.	Currently we have six Head Start team member that participated in Getting Ahead and have used the knowledge learned to better their employment. We also have one Head Start parent enrolled in Getting Ahead.
Increase the number of Head Start eligible children we can serve as well as provide services to children who qualify for subsidized care.	Create opportunities to provide services to children of families in targeted areas who aren't eligible for Head Start.	We are currently unable to progress towards this goal due to limited space and inability to find staff.
The Agency will support a teaching staff with credentials in accordance with the revised Head Start Act Requirements. This includes 50% of Teachers with a bachelor degree and 50% of Teacher Assistants with associate degree.	At least 50% of Teachers will have a bachelor degree and at least 50% of Teacher Assistants will have an associate degree.	The Agency is currently supporting 11 staff on increasing their education (4= BS, 3=AA, 3= CDA).
Expand our Little Champions obesity prevention program to include Jefferson and Franklin counties.	Provide exercise activity to students enrolled in Franklin and Jefferson counties.	We are currently researching alternative programs, as the cost to train Franklin staff on Little Champions is prohibitive.

Depart of Children & Families Violations

April 2019

Inspections This Month

3

Violations This Month

5

Cumulative 18-19 Violations

11

(DCF Inspection Reports)

During the 2018 Legislative Session, House Bill 1079 was passed by the legislature and signed into law by the governor. This law became effective on July 1, 2018.

Distracted Adult HB1079 amended s. 402.305(9), F.S. requiring operators of child care facilities and homes must provide parents with information pertaining to the dangers of leaving a child in a vehicle and tips for prevention during the months of April and September. Providers may create their own flyer or use the one created by the Department.

To ensure that we are in compliance flyers will need to be sent out flyers to parent in April/ May and August/September.