

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: April 6, 2010 Consent Regular
 Ordinance Public Hearing

Department
Submitted By: Community Services

Submitted For: Head Start/Early Head Start & Children's Services

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: Travel for Head Start/Early Head Start Policy Council member, Karen Simpson, for the period April 11, 2010, through April 14, 2010, at an estimated cost of \$954, to attend the Florida Head Start Association 13th Annual Training Institute.

Summary: Travel approval is requested for one (1) Head Start/Early Head Start Policy Council member to attend the Florida Head Start Association 13th Annual Training Institute. The grantor agency requires that Head Start parents and community representatives receive training in order to take an active role in the program. The estimated cost of \$954.00 provides for conference registration, lodging, mileage reimbursement, and meals for one participant. Funding consists of \$763 in Federal funds and \$191 in County funds. (Head Start) Countywide(TKF)

Background and Justification: The U.S. Department of Health & Human Services, through its Office of Administration for Children and Families (ACF), funds a component of the Head Start program for training. The grantor agency requires that Head Start parents and community representatives take an active role in the Administration of the Head Start Program. Associated costs are summarized as follows:

Registration Fee (1 x \$300) =	\$300.00
Private Vehicle =	\$200.00
Meals:	
3 Breakfasts (3 x \$6 = \$18)	
2 Lunches (2 x \$12 = \$24)	
2 Dinners (2 x \$22 = \$44)	\$ 86.00
Lodging:	
(1 person, 1 room for 3 nights	
@ \$109, 12% tax included a night)	<u>\$368.00</u>
TOTAL	\$954.00

Attachments:
One Travel Request/Reimbursement Form

Recommended by: 
Department Director

3/24/10
Date

Approved by: 
Assistant County Administrator

Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	<u>954</u>	_____	_____	_____	_____
External Revenues	<u>(763)</u>	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	<u>191</u>	_____	_____	_____	_____

ADDITIONAL FTE POSITIONS (CUMULATIVE)

Is Item Included in Current Budget? Yes X No _____
 Budget Account No.: Fund 1002 Dept. 147 Unit 1454,1458 Object 4001
 Program Code HD40 & EH39

B. Recommended Sources of Funds/Summary of Fiscal Impact:


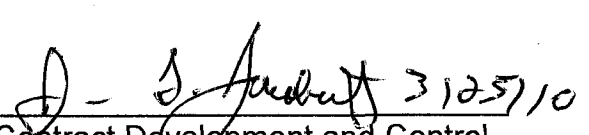
88.38% 1002 147 1454 4001 HD40
 11.62% 1002 147 1458 4001 EH39

C. Departmental Fiscal Review.


Tauna Malhotra
3/22/10

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:

 _____ OFMB/Budget VA 3/23/2010	 _____ Contract Development and Control 3/25/10
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B. Legal Sufficiency:



 Assistant County Attorney
 3/30/10

C. Other Department Review:

 Department Director

This summary is not to be used as a basis for payment.

TRAVEL REQUEST/REIMBURSEMENT FORM
PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

NAME Karen Simpson TITLE Community Representative
PRINT NAME TECH PROF MNGR OTHR
 DEPARTMENT Community Services DIVISION Head Start
 PHONE # 561-236-9896 ACCOUNT # _____ DATE 3/05/2010
 TRAVEL CONTACT Nicole Muhammad PHONE # 561-233-1634
 DESTINATION (City & State) Daytona Beach, Florida
 VACATION COMBINED WITH TRIP? YES NO WAS TRIP BUDGETED? YES NO
 TITLE OF CONFERENCE/SEMINAR The Florida Head Start Association/13th Annual Training Institute
 PURPOSE OF TRIP Business Training Conference/Convention
 Certification Lobbying
 OUT OF STATE IN STATE IN PALM BEACH COUNTY

	ESTIMATED EXPENSES	ACTUAL EXPENSES
Departure:	Date: <u>04/11/2010</u>	Date: _____
	Time: <u>12 noon</u>	Time: _____
Return:	Date: <u>04/14/2010</u>	Date: _____
	Time: <u>10:00 PM</u>	Time: _____
Registration Fee:	\$ <u>300.00</u>	\$ _____
Transportation:		
Airline	_____	_____
Private Vehicle (Attach Detail)		
Destination Miles	Using private car	
@ .5050¢ /mile ... <u>199.23</u> ...	<u>199.62</u>	
Vicinity Miles	_____	_____
@ .5050¢ /mile.....	_____	_____
County Vehicle	_____	_____
Vehicle # _____	_____	_____
Taxi.....	_____	_____
Car Rental (Attach Justification)	_____	_____
Lodging: <u>3</u> Days @ <u>109.00</u>	<u>367.88</u>	_____
\$ _____ / Day <u>12%</u>	_____	_____
Meals:		
# <u>3</u> Breakfasts (\$6.00)	<u>18.00</u>	_____
# <u>2</u> Lunches (\$12.00)	<u>24.00</u>	_____
# <u>2</u> Dinners (\$22.00)	<u>44.00</u>	_____
Per Diem:		
# _____ Qtrs @ \$23.75 /Qtr..	_____	_____
Miscellaneous:		
Parking.....	_____	_____
Tolls	_____	_____
Other	_____	_____
TOTAL ALL EXPENSES:	\$ <u>953.50</u>	\$ _____
TRAVEL ADVANCE REQUESTED:	\$ 2500.00 <u>753.88</u>	\$ _____
Less:		
Travel Advance.....	_____	_____
Payments By County.....	_____	_____
Payments By Other Entities.....	_____	_____
Amount of Reimbursement <REFUND>.....		\$ _____

TRAVEL APPROVALS:
 Traveler's: [Signature] Date 3/15/10
 Approving Authority's: [Signature] Date 3/24/10

REIMBURSEMENT APPROVALS: *
 Traveler's: _____ Date _____
 Approving Authority's: _____ Date _____

*** CERTIFICATION AND AUTHORIZATION**

I hereby certify or affirm that this travel claim is true and correct in every material matter; that the expenses were actually incurred by the traveler as necessary travel expenses in the performance of my official duties; and that same conforms in every respect with the requirements of the Palm Beach County travel regulations and Chapter 112.061, Florida Statutes.

From: Hilton Hotels Confirmed [hiltonhotels@res.hilton.com]
Sent: Thursday, March 11, 2010 2:45 PM
To: Nicole Muhammad
Subject: Hilton Hotels Confirmation #3381577245



Hilton Daytona Beach Resort/Ocean Walk Village

100 North Atlantic Avenue
Daytona Beach, FL
United States, 32118
Tel: 386-254-8200
Fax: 386-253-0275

Hilton Requests Upon Arrival™
Arrange for amenities in your room prior to your arrival. Pre-order snacks, extra towels and more*!

Confirmation Number: 3381577245

> [Click here](#) to view or edit your reservation.

Name:	Karen Simpson
Arrival Date:	11 Apr 2010
Departure Date:	14 Apr 2010
Check-in Time:	4:00 PM
Check-out Time:	11:00 AM

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Join Hilton HHonors® for free and whenever you stay at a participating Hilton Family hotel worldwide, you'll earn both HHonors points AND airline miles for your stay.

Earn up to 30,000 HHonors points with the no-annual fee Hilton HHonors Card from American Express®. Earn 20,000 HHonors bonus points after your first purchase on the card! [Click here](#) to learn more and

Rate Information:
Rate Type: FL HEAD START ASSN
Rate per night: 109.00 USD
Total for Stay per Room:
Rate 327.00 USD
Taxes 40.88 USD
Total 367.88 USD

Total for Stay: 367.88 USD
Includes estimated taxes and service charges. (Gratuities not included.)

Tax:
• There is a 12.50% Per Room Per Night tax.

Resort Charges:
• No Resort Fee

Additional Charges:
• Valet parking: 17.00/night Self parking: 10.00/night

Rate Rules and Cancellation Policy:
• Your reservation is guaranteed for late arrival.
• Please contact us should you need to cancel your reservation.
• Cancellations are required by 11:59 PM on 08 Apr 2010 local hotel time.
• Cancellation penalties may apply.

apply



Room Information:

Rooms: 1
Clients: 2 Adults
Room Type: 2 QUEEN BEDS OCEANFRONT
Your room type preferences have been submitted with your reservation, and are subject to hotel availability.

To Help You Along on Your Journey...



Our Hotel: *We are a smoke-free hotel.*

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- . [Accommodations](#)
- . [Hotel Factsheet](#)

Services and Amenities:

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* Service of alcoholic beverages is subject to state and local laws. Must be of legal drinking age. Hilton Requests Upon Arrival™ items are subject to availability.

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If you have questions regarding your reservation, please contact Hilton Reservations and Customer Care at 1-800-HILTONS (445-8667), visit us at www.hilton.com, or email us at confirmationhelp@hiltonres.com.

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[Hilton Reservations and Customer Care](#) | 2050 Chennault Drive | Carrollton, Texas 75006, USA





MAPQUEST.

Notes

Trip to Hilton Daytona Beach / Ocean Walk Village

100 North Atlantic Avenue, Daytona Beach, FL 32118

199.23 miles - about 3 hours 10 minutes



3323 Belvedere Rd, West Palm Beach, FL 33406-1522

- | | | |
|--|---|-------------|
| | 1. Start out going WEST on BELVEDERE RD toward 6TH ST N. | go 1.3 mi |
| | 2. Turn RIGHT onto N MILITARY TRL / FL-809 N. | go 1.0 mi |
| | 3. Turn LEFT onto OKEECHOBEE BLVD / FL-704 W. | go 1.6 mi |
| | 4. Take the FLORIDA'S TURNPIKE ramp.. | go 0.1 mi |
| | 5. Merge onto FLORIDA'S TURNPIKE N (Portions toll). | go 52.7 mi |
| | 6. Merge onto OKEECHOBEE RD / FL-70 E via EXIT 152 toward I-95 / FT PIERCE / US-1. | go 1.2 mi |
| | 7. Merge onto I-95 N toward DAYTONA BCH. | go 133.4 mi |
| | 8. Merge onto W INTERNATIONAL SPEEDWAY BLVD / US-92 E via EXIT 261 toward DAYTONA BEACH / AIRPORT. | go 3.9 mi |
| | 9. Turn LEFT onto N NOVA RD / FL-5A N. | go 1.2 mi |
| | 10. Turn RIGHT onto MASON AVE / FL-430 E. Continue to follow FL-430 E. | go 2.4 mi |
| | 11. Turn RIGHT onto N ATLANTIC AVE / FL-A1A S. | go 0.4 mi |



END

12. 100 NORTH ATLANTIC AVENUE.

go 0.0 mi



Hilton Daytona Beach / Ocean Walk Village
100 North Atlantic Avenue, Daytona Beach, FL 32118

Total Travel Estimate : 199.23 miles - about 3 hours 10 minutes

Route Map [Hide](#)



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Nicole Muhammad

From: Carmen Nicholas
Sent: Sunday, February 21, 2010 12:38 PM
To: Tara Harper
Cc: CSD-Head-Start-All-Management-Team; Negar@fl-hsa.org; Nicole Muhammad; Channell Wilkins
Subject: FW: !3th Annual Training Institute


The FHS conference program looks great this year and details published earlier than usual. Let's maximize participation in this conference this year. Regenia; Please work with Nicole and others as necessary to ensure that P.C members can attend. Funds are available to pool from the various budgets. Thanks

From: Negar Afshar-Pflueger [negar@fl-hsa.org]
Sent: Friday, February 19, 2010 8:23 AM
To: Negar Afshar-Pflueger; newsond@martin.k12.fl.us; Juanita Heinzen; Mason, Marie; Maggie Stevens; marsha.lawrence@acf.hhs.gov; James Lowe; Joy Richards; Judi Maloy; holt0044@aol.com; headstart@unf.edu; Hayes, Paulette (CAA); Deloris Johnson; Donna Maas; Cherie Green; Copp, Lilli; claudia.dean@browardschools.com; Roger Popp; Regenia Scott H.; akfergus@volusia.k12.fl.us; angela.whidden@keysschools.com; Ann Ferguson akfergus@volusia.k12.fl.us; bmoore@childcarebrevard.com; bonnerB@mail.santarosa.k12.fl.us; brawls@pasco.k12.fl.us; cgutknecht@ecs4kids.org; charlene@rcma.org; Carmen Nicholas; crowelma@gm.sbac.edu; emperatriz.alaix@browardschools.com; eric.scott@taylor.k12.fl.us; eyoung@alpi.org; finneyl@hillsboroughcounty.org; harden_c@firm.edu; hkinney@childrenfirst.net; holancm@stjohns.k12.fl.us; hrand@mfcs.us.com; j.clark@okaloosaheadstart.org; j.johnson@jaxul.org; Jacquelyn.Stewart@ocfl.net; Jan_gravelin@ccps.k12.fl.us; janices@ecskids.org; JeanneJL@leeschools.net; jfinnegan@ecmhsp.org; jwrobin@miamidade.gov; Kim.Long@jcsb.org; kim@tricityheadstart.com; kpatreka@manateecaa.org; ledwards@eochsofirc.net; lhuggins@ecmhsp.org; linda.cox@jcsb.org; Louise.Royal@cacaainc.org; MaryAnn.Rosenbauer@ocfl.net; matti.friedt@polk-fl.net; mjones@alpi.org; mmcnaair@ecs4kids.org; mward@sv4cs.org; pdavis@kidsincorporated.org; pkelly@dunbarcenter.com; Porchag@lakecaa.org; rpruett@fsu.edu; sebrina@headstartnf.org; sharon@headstartnf.org; stacella@collier.k12.fl.us; Swalker2@LSFnet.org; t.mcfarlane@browardschools.com; tgriffith@cpsi.org; trimbleb@capc-pensacola.org
Subject: !3th Annual Training Institute



The Florida Head Start Association

Change. It begins now.



**Join us at the 13th Annual Training Institute in
Daytona Beach!**

We have added an entire day of EHS workshops to the Research Pre-Conference Track, to support the EHS workshops offered during the Training Institute.

Institute Workshops:

Budget Planning and Development for Program Outcomes, EHS 101, Robust Ongoing Monitoring, The New 990 Form, CLASS Overview, There Ought to be a Law: Fundraising Practices Rarely Practice, Presentation Skills for Non-Presenters Workshop, Personal Productivity and Overcoming Procrastination, EXCEL—A Unique Approach to Professional Development , New Media Marketing: Your Website, Your Social Networks, Your Cause, Assessment Tools That Work, Successful Oral Health Strategies , Gateway to Success: A Healthy Marriages Grant Initiative Model, Workplace Investigation and Documentation, The Importance of Branding Head Start, Roses and Thorns: Messages From Daddy's Little Girl, Baby Sign Language, Rock Solid Fiscal System, Early Learning Standards Training, New VPK Changes, Panel On Effective Services to the Homeless, Panel on Disabilities, ERSEA, Dual Language Learners Workshop, Child Abuse, Rigorous Self-Assessment, FCP Agreement Workshop, Home Family Child Care Training, AWI combined ELS and Professional Development Systems, Infant Mental Health, and much more.

Monday

Tuesday

Wednesday

April 12

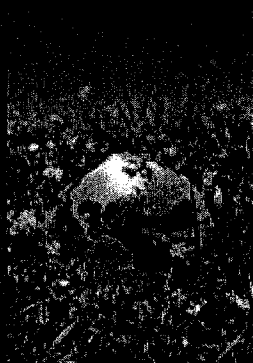
April 13

April 14

FHSA BOD Meeting
 Sunday , April 11, 2010
 1:00—3:00 pm
 Directors' Group Meeting
 Tuesday April 13, 2010
 9:00 am-12:00 pm

Registration Fee: \$100 (Members) / \$129 (Non-Members)

Pre-Conference	Members/Non-Members	
Conference	\$100/\$129	
Both	\$225/\$300	
	\$300/\$375	



Hilton Oceanfront
 100 North Atlantic Avenue
 Daytona Beach, FL 32118
 1-866-536-8477 24 hr toll free
 386-254-8200 Direct (M-F, 9
 AM to 5 PM)
 Single and Double \$109
 Triple \$119 Quadruple \$129

For registration forms and more information visit:
www.fl-hsa.org

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 Questions or comments? E-mail us at negar@fl-hsa.org or call 386-846-0704