



Hidalgo County Head Start Program

Policy Council Regular Agenda

DATE: March 26, 2012

SUBJECT: Discussion/Approval Supplemental Application for Expansion Funds - American Recovery and Reinvestment Act (ARRA), Cost of Living Adjustment (COLA) and Training and Technical Assistance (T/TA) Grant Number 06CH0183

RATIONALE/NEED: Approval is needed for the Hidalgo County Head Start Program (HCHSP) to submit a supplemental application to continue operations for the expansion services funded under the American Recovery and Reinvestment Act, provide a 1% cost of living adjustment (COLA) increase to assist in maintaining the quality of Head Start services, retaining qualified staff and offsetting higher operating costs and increase training and technical assistance (T/TA) funds. Some equity and parity adjustments are also proposed for one area.

RECOMMENDATION: Administration recommends approval.

COST: N/A

RELATED INFORMATION INCLUDES: Supplemental Application Information

INITIATED BY: Edmundo Garcia, Assistant Program Director

REVIEWED BY: Teresa Flores, Executive Director

EXECUTIVE DIRECTOR'S APPROVAL: *Teresa Flores*



Hidalgo County Head Start Program

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TO: Policy Council Members
 Commissioners' Court Members

FROM: Teresa Flores, Executive Director

SUBJ: Supplemental Application

DATE: March 26, 2012

The Hidalgo County Head Start (HCHSP) is submitting a supplemental application to continue operations for the **expansion services** funded under the American Recovery and Reinvestment Act, provide a minimum of .72 percent **cost-of-living adjustment (COLA)** increase to assist in maintaining the quality of Head Start services, retaining qualified staff and offsetting higher operating costs and to increase **training and technical assistance (T/TA) funds**. The table below identifies the allocations by program account (PA):

Category	Program Account	Amount
Expansion	4122	\$225,000
COLA	4122	\$180,036
T/TA	4120	\$1,950
		\$406,986

The **Expansion Fund** will provide needed funds to sustain our expansion enrollment for the additional 120 three year old children from September 30, 2012 until the next budget period in FY2013. This expansion funding will allow the Hidalgo County Head Start Program to continue paying the salaries of seven (7) teachers, seven (7) assistant teachers, two (2) support service assistants, four (4) bus drivers, four (4) bus aides and two(2) clerks. All Program operations related to serving these children will be able to continue uninterrupted.

This **Cost of Living Adjustment** will make it possible for the Hidalgo County Head Start Program to retain appropriately certified and adequately trained personnel at all levels of the organization. Funding for **COLA** will continue to be used to increase staff salaries and fringe benefits and to provide equity and parity within the organizational structure. Other funds as described below will also be used to supplement the COLA and provide a **1%** increase for all positions in the Program.

Memorandum to Policy Council Members and Commissioners' Court Members
Re: Supplemental Application
March 26, 2012
Page 2

Program staff periodically reviews positions to maximize federal funds by streamlining positions and responsibilities and to provide equity and parity with similar positions within departments and across departments. At this time the Maintenance Department positions have been reviewed for equity and parity and some changes are proposed. The salaries for all Maintenance Department workers will reflect equitable salaries for similar job assignments. The salaries for the two supervisors will be made equivalent to the non-degreed facilitator positions in other departments. Funds from three deleted positions, an inventory clerk, a finance department clerk and a center manager position will provide the addition funds for these adjustments and to provide the 1% for COLA for all positions. The adjustment to address the Maintenance Department equity and parity needs will require \$11,688.95.

The additional **Training and Technical Assistance funds** will make it possible for the Hidalgo County Head Start Program to address the training and professional development needs of the staff employed under the Expansion Funds. The classroom personnel will continue to be provided with educational benefits to enhance their level of education, thus directly impacting the development process of our children and families.

The complete Supplemental Application is attached for review and approval.