



# Hidalgo County Head Start Program Memorandum

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Date: March 19, 2013

To: Hidalgo County Head Start Policy Council  
Hidalgo County Commissioner's Court

From: Teresa Flores, Executive Director *Teresa Flores*  
Edmundo Garcia, Assistant Program Director *E Garcia*

Subject: Sequestration Impact Plan

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The Hidalgo County Head Start Program has developed a plan to reflect the 5% (percent) spending cuts mandated by Program Information Number ACF-PI-HS-13-01 titled "Sequestration."

The proposed plan's main objective is to accomplish the mandated reduction in funding without triggering any possible disruption of services to our currently enrolled children and families. Of significance is the fact that the number of children who will continue to receive services will remain the same (3,690). In order to accomplish the task of achieving the 5% reduction, administration first focused on reviewing the existing budget and possible areas of consideration. This information was then studied with each department head for their input and discussion. The most logical area given primary consideration was personnel. All vacant budgeted positions were thoroughly analyzed. The consensus reached at this time, is that administrative functions would not be impacted negatively by eliminating specific unfilled vacancies from the budget. Department heads similarly volunteered to organize a committee of administrative personnel and center managers, in order to provide additional recommendations. All recommendations are included in this memorandum.

### **Elimination of Positions/Benefits/Workers' Compensation**

It was determined that nineteen (19) of the thirty five (35) vacant positions in the 2013 budget will be eliminated. This constitutes a cumulative budget impact of \$867,998 in salaries and fringe benefits. **Vacant positions for teachers, assistant teachers and support service assistants remain funded.** In addition one bus driver and one bus aide position will remain funded.

Administrative vacant positions for one (1) public information coordinator, one (1) human resource director, one (1) fiscal officer, one (1) center manager and two (2) education coordinators along with two (2) custodians, three (3) disability classroom assistants, two (2) bus drivers, two (2) bus/classroom aides, one (1) craftsman and three (3) substitute teachers, were not included for funding at this time.

Additionally our workers' compensation rates for 2013 have been substantially lowered since the adoption of the 2013 budget, providing extra relieve in meeting the reduction of funds.

### **Supplies**

Classroom consumable and non-consumable supplies and materials, maintenance and janitorial supplies, and operational expenses will be reduced by a total of \$170,517.

### **Other**

Vehicle Maintenance will be reduced by \$50,000, Parental Involvement by \$19,580, Training and Technical Assistance and the Associates' Degree Program by \$150,000.

The Following measures are also part of the Program's efforts in meeting the reduction in funding:

- The hiring of personnel has been limited to essential field staff only.
- Effective immediately non-classroom personnel will not qualify for educational assistance. Book reimbursements for all personnel will no longer be in effect.
- All travel will be reduced to only essential travel for mandatory training and local monitoring.
- All future conferences and meetings with advisory committees, community partners and others will be reduced to essential personnel and will be conducted at rent free facilities, such as at the A-1 center in McAllen, whenever possible.
- All meals for conferences/recognitions will be prepared by kitchen personnel.
- All supplies expenditures will be highly scrutinized and monitored in order to focus on purchases of vital supplies.
- Inventory controls and safeguards have been implemented to manage inventory of supplies at each center.
- Guidelines on minimizing electricity expense throughout the Program have been put into effect.
- All special projects by the maintenance department have been placed on hold.
- Bus routes will be re-evaluated in order to reduce distance, vehicle wear and tear and diesel consumption.

Please refer to attached budget analysis for a summary of anticipated funding reduction by line item.

While the reductions in spending will trigger redistribution of roles and responsibilities, it is anticipated that the Program will continue to provide services of the highest quality. Staff is prepared to meet the challenge and to stretch the federal dollar to a maximum. We appreciate the approval of the plan.

**Hidalgo County Head Start Program  
2013 Budget Analysis**

Description	2013 Budget	2013 Amended	Reduction	Comments/Notes
<b>Salaries/Fringes</b>				
Salaries	16,808,185	16,387,112	-421,073	Reduction of vacant positions
Fringes/Pension Adm Costs	5,954,589	5,507,664	-446,925	Reduction in vacancies and in workers comp.rates
<b>Total Salaries/Fringes</b>	<b>22,762,773</b>	<b>21,894,775</b>	<b>-867,998</b>	
<b>Out of Town Travel</b>	<b>10,000</b>	<b>0</b>	<b>-10,000</b>	
<b>Equipment</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Supplies</b>				
Office	79,500	79,500	0	
Postage	10,000	10,000	0	
Classroom/Consum	120,700	95,700	-25,000	Proposed reduction
Classroom/Non Con	102,000	77,000	-25,000	Proposed reduction
Maintenance	200,000	154,483	-45,517	Proposed reduction
Janitorial	100,000	75,000	-25,000	Proposed reduction
Medical	13,500	13,500	0	
Playground	0	0	0	
Operational	99,755	49,755	-50,000	Proposed reduction
<b>Total Supplies</b>	<b>725,455</b>	<b>554,938</b>	<b>-170,517</b>	Proposed reduction
<b>Other</b>				
Center Space	167,911	167,911	0	
Telephone	214,200	214,200	0	
Utilities	433,845	433,845	0	
Local Travel	87,400	87,400	0	
Renovations	0	0	0	
Audit	35,000	35,000	0	
Dental Serv	25,000	25,000	0	
Disability Serv	5,000	5,000	0	
Mental Health	25,000	25,000	0	
Medical Serv	6,000	6,000	0	
Printing- Admin	11,200	11,200	0	
Printing Center	40,500	40,500	0	
Insurance	140,000	140,000	0	
Vehicle Maintenance	150,000	100,000	-50,000	Proposed reduction
Fuel	125,000	125,000	0	
Equip. Repair-Admin	1,500	1,500	0	
Equip. Repair-Center	48,000	48,000	0	
Equip. Rental	12,900	12,900	0	
Parent Involvement	34,880	15,300	-19,580	Proposed reduction
CDA/ T.T.A.	276,833	176,833	-100,000	Proposed reduction
Legal Fees	57,500	57,500	0	
Bank Fees	6,000	6,000	0	
Advertising	5,000	5,000	0	
AA Program	55,000	0	-55,000	Proposed reduction
<b>Total Other Expend.</b>	<b>1,963,669</b>	<b>1,739,089</b>	<b>-224,580</b>	
<b>Total Oper. Budget</b>	<b>2,699,124</b>	<b>2,294,027</b>	<b>-405,097</b>	
<b>Total Budget</b>	<b>25,461,897</b>	<b>24,188,802</b>	<b>-1,273,095</b>	