



Hidalgo County Head Start Program

Policy Council Regular Agenda

DATE: June 15, 2016

SUBJECT: Discussion/Approval of Goalsharing Incentive Policy

RATIONALE/NEED: A policy to motivate staff in meeting program goals and objectives and increase employee retention by implementing employee "Goalsharing Incentive Policy (GIP) based on achieving predetermined goals as members of a team is being proposed. Incentives programs are allowable under 45CFR Part 75.430 as part of an established plan approved by the Policy Council and Grantee Board.

RECOMMENDATION: Administration recommends approval.

COST: None

RELATED INFORMATION INCLUDES: Goalsharing Incentive Policy

INITIATED BY: Teresa Flores, Executive Director

REVIEWED BY: Teresa Flores, Executive Director

EXECUTIVE DIRECTOR'S APPROVAL: 



Hidalgo County Head Start (DRAFT) Goalsharing Incentive Policy

The Hidalgo County Head Start (HCHSP) Goalsharing Incentive Policy (GIP) is designed to encourage and unify employee teams into accomplishing goals that support HCHSP’s mission as highlighted by our Mission Statement *“to break the cycle of poverty and illiteracy”*. A mission that is further supported by our Vision Statement *“We are dedicated to the economic and social well-being of children and families and are committed to their safety, education and healthy development, with strong community support”*. The goals for the GIP are derived from our self-assessment findings, Feedback Forms and Monitoring Documents, all of which are aligned with the Strategic Plan.

The GIP will measure outcomes towards established goals in each Program Area; Finance, Management Information Systems (MIS), Personnel (including Risk & Staff Development), Procurement, Education, Special Services, Family Services & Transition, Field Operations and Nutrition. Goals may change from year to year to reflect findings from the annual self-assessments.

Each member of the team will receive a one-time yearly monetary incentive, starting at 1% (may be higher) of base pay, depending on the funds available in the Employee Incentive line item. The incentive percentage increase will be based on the level of accomplishments achieved in meeting the established goal.

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| Level 1-Meets and exceeds established goals | 100% |
| Level 2- Meets 50% of established goals | 50% of level 1 |
| Level 3- Meets less than 50% of established goals | 25% of level 2 |
| Level 4- Did not meet established goals | 0% |

The established goals to accomplish by Goalsharing Teams in each Program Area are as follow:

| Program Area & Goalsharing Team Members | Goals |
|--|--|
| Finance CFO, Bookkeepers & assistants | (1)Review and update Accounting Manual. (2) Provide timely financial reports. (3) Maintain ZERO IRS penalties and ZERO audit findings |
| Management Information Systems (MIS) Director & Facilitators | (1)Continue to increase the number of PROMIS users. (2) Increase PROMIS reports by users. (3) maintain Website updated |
| Human Resources (Risk & Staff Development) Administrator, Benefits Adm., Coordinators & Secretaries | (1) Increase the use of electronic storage. (2) Enhance the New Classroom Staff Orientation Training to include a computer-based program (Beginning Teacher Series). (3)Install and Maintain Photo ID system. |
| Procurement Director, Coordinator & Bookkeeper | (1)Maintain unmodified audit opinions. (2) Maintain compliance to county procurement policies. (3) Update procurement manual |
| Education Administrator, Education Area Directors, Mental Health Director, Staff Development Director, Center Managers, Teachers, Assistant, Facilitators & Secretary | (1)Implement and monitor Support Plan to teachers in need of assistance as per priority 1,2,&3. (2) Improve CLASS ratings above acceptable minimum. (3) Eliminate childcare licensing citation for inappropriate discipline. |
| Health & Safety Director/RN, Coordinators/LVN & Secretary | (1)Improve timeframe for health data between request and documentation. (2)Increase individualized training at center level for staff & parents. (3) Increase community resources for health services for parents. |



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| Family Services & Transition Family Services Director, Transition & Community Partnership Director, Coordinators, Facilitator & Secretary. | (1)Monitor and assist with strategies to increase ADA to 95%. (2) Provide training to field staff on Family Partnership Agreements. (3) Support strategies to maintain wait lists. (4) Conduct transition training with LEAs. |
| Field Operations & Transportation Director, Coordinator, Crew Leaders, Bus Drivers, Bus Aides, Maintenance workers, Warehouse Couriers & Clerk | (1)Develop plan to recruit bus drivers.(2) Provide training for bus aides on social and emotional development. (3)Establish replacement plan for buses and vehicles. |
| Nutrition Director, Coordinators, Head Cooks, Drivers, Secretary & Bookkeeper | (1)Contain food Costs at acceptable level. (2)Provide staff training on family style serving. (3) Strengthen nutrition curriculum |
| Special Services Director, Coordinators, Clerk & Service Aides | (1)Maintain 10% enrolment. (2)Work with the LEA's Special Education Departments to expand collaboration efforts. (3)Utilize more fully PROMIS system. |

The Performance period to be evaluated will be from May through August with incentives to be distributed in December, after the self-assessment is completed and results analyzed.

The expected benefits of the GIP approach are to improve the cohesiveness of personnel at every level of the Program. As each team strengthens their **Communication** skills and reinforces their holistic roles and responsibilities towards the mission, all other Head Start Management systems will also be strengthened: **Fiscal Management; Self-Assessment, Ongoing Monitoring; ERSEA; Facilities, Materials, Equipment; Planning; Program Governance; Recordkeeping and Reporting; Human Resources.**