



**VIRTUAL MEETING NOTICE**

FILED  
AT 2:31 O'CLOCK P.M.

**HIDALGO COUNTY HEAD START PROGRAM  
POLICY COUNCIL SPECIAL MEETING AGENDA  
WEDNESDAY, MARCH 31, 2021  
6:00 P.M.**

**MAR 26 2021**

ARTURO GUAJARDO, JR. COUNTY CLERK  
HIDALGO COUNTY, TEXAS  
BY: DEPUTY

NOTICE is hereby given in accordance with Chapter 551, Texas Government Code, that a SPECIAL MEETING of the Policy Council of the Hidalgo County Head Start Program will be held in the LBJ Head Start Administration Building Conference Room located at 1901 West State Highway 107, McAllen, Hidalgo County, Texas. Discussion and possible action relating to the following business will be transacted.

In accordance with Section 418.016 of the Texas Government Code, Governor Abbot has suspended various provisions that require government officials and members of the public to be physically present at a specified meeting location. As a result, all or some Policy Council Members may participate via videoconference. Additionally, members of the public are encouraged to watch the meeting online, at: <https://www.facebook.com/hidalgocountyheadstartprogram/>

To participate in public comments, the public will be permitted to offer public comments via email at [teresa.flores@hchsp.org](mailto:teresa.flores@hchsp.org) or call 956/212-0909 up to ten minutes before the start of meeting 6:00 p.m.

- I. Call Meeting to Order, Roll Call, Establish Quorum *Humberto Chavez*
- II. Prayer/Pledge of Allegiance *Edmundo Garcia*
- III. Approval of Consent Agenda
- IV. Public Comments *Humberto Chavez*
- V. Executive Director's Report
- VI. Program Operations *Teresa Flores*
  - A. Administration
    - 1. Discussion/Approval to Submit a Supplemental Application for a Cost-of-Living Adjustment (COLA)
- VII. Programmatic Services
- VIII. Closed Session
- IX. Open Session
- X. Policy Council *Humberto Chavez*
  - 1. Next Policy Council Meeting Date
- XI. Other Business *Humberto Chavez*
- XII. Adjournment *Humberto Chavez*

\_\_\_\_\_  
Humberto Chavez Date  
Vice-Chairperson



# Hidalgo County Head Start Program

## Policy Council Regular Agenda

**DATE:** March 24, 2021

**SUBJECT:** Discussion/Approval to Submit a Supplemental Application for a Cost of Living Adjustment (COLA)

**RATIONALE/NEED:** The Hidalgo County Head Start Program (HCHSP) is submitting a supplemental application for fiscal year 2021 (January 1, 2021 through December 31, 2021) as per instructions in a letter dated March 19, 2021, from the Administration of Children and Families (ACF). HCHSP received notification of available funding, \$352,813 for a Cost-of-Living Adjustment (COLA).

**RECOMMENDATION:** Administration recommends approval.

**COST:** N/A

**RELATED INFORMATION INCLUDES:**\*Administration for Children & Families,  
Office of Head Start Region VI Letter  
Dated 03.19.2021  
\*Salary Scale

\*\*\*\*\*

**INITIATED BY:** Edmundo Garcia, Assistant Director for Program Operations

**REVIEWED BY:** Teresa Flores, Executive Director

**EXECUTIVE DIRECTOR'S APPROVAL:** Teresa Flores



## Hidalgo County Head Start Program

P. O. Box 0117  
Edinburg, Texas 78540-0117  
Telephone 956-383-0706

1901 West Highway 107  
McAllen, Texas 78504  
Fax 956-380-2588

Date: March 26, 2021

To: Hidalgo County Commissioners' Court  
Hidalgo County Head Start Program Policy Council

From: Teresa Flores, Head Start Executive Director

A handwritten signature in blue ink that reads "Teresa Flores".

Cc: Valde Guerra, Hidalgo County Executive Officer

Subject: Supplemental Funding Application for Cost of Living Adjustment (COLA)

---

The Administration for Children and Families (ACF) has informed the Hidalgo County Head Start Program (HCHSP) that "*The Consolidated Appropriations Act, 2021*" contains an increase in funding for all Head Start Programs to provide a Cost-of-Living Adjustment (COLA) to increase staff salaries and fringe benefits and offset higher operating costs. Our Program's increased allocation for COLA is **\$352,813**. The ACF has asked us to submit a supplemental funding application by April 15, 2021. Please refer to attached letter dated March 19, 2021.

Our allocation granted by the ACF is based on a COLA rate of at least 1.22 percent of our 2021 Total Budget, less any Training and Technical Assistance allocations. This method of appropriating funds by the ACF has always allowed us to provide a slightly higher COLA increase. This year after reviewing our budget, we are able to recommend a 1.59 percent COLA for all Head Start employees. This recommendation will yield a favorable remaining balance of \$4,275 which will be used to purchase classroom supplies.

Appropriation by ACF	\$ 352,813
1.59% COLA - Salaries & Fringe Benefits	\$ 348,538
Net Balance - Used to purchase classroom supplies per ACF's instructions	\$ 4,275

The COLA compensation will be applied retroactively to January 1, 2021 for all employees, including the Head Start Nutrition personnel, funded by the Texas Department Agriculture (TDA). Staff will receive payment via direct deposit for the retroactive portion of the COLA increase up to the date of final notification by ACF. All future payroll compensation will include the new rate of pay with the COLA.

This COLA application will not require any funding contributions by the County since the 20% of the Non-Federal Match Requirement under the grant amounting to \$89,703 will be met through our partnerships with the local school districts.

Attachments: ACF Letter  
Salary Scale



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | [eclkc.ohs.acf.hhs.gov](http://eclkc.ohs.acf.hhs.gov)

March 19, 2021

**Grant No. 06CH010420**

**Dear Head Start Grantee:**

The Consolidated Appropriations Act, 2021, contains an increase of approximately \$123 million for a cost-of-living adjustment (COLA) for all Head Start grantees, inclusive of all Early Head Start - Child Care Partnerships, with the exception of new awards made in fiscal year (FY) 2021. The COLA supports a 1.22 percent increase above FY 2020 funding levels to increase staff salaries and fringe benefits, and offset higher operating costs. The funds are effective with the start of the FY 2021 budget period and are retroactive if this period has already commenced.

The following table reflects the increase(s) available for FY 2021.

<b>Funding Type</b>	<b>Head Start</b>
Cost-of-Living Adjustment (COLA)	\$352,813
<b>Total Funding</b>	<b>\$352,813</b>

Please note, allocations are subject to change if adjustments are made to annual funding levels.

### Submission Requirements

Program Instruction ACF-PI-HS-21-01 informed grantees and delegate agencies of the intended uses of COLA funds and announced the opportunity for grantees to apply for the funds. Please review the Program Instruction carefully to ensure your supplemental application meets the requirements for funding and contains all of the necessary information.

The supplemental application is due April 15, 2021 and must be submitted in the Head Start Enterprise System (HSES). To apply, please select the **Financials** tab, **Grant Application** tab, **Fiscal Year 2021**, and add the **'Supplement - COLA'** amendment type. No other application type for these funds will be accepted.

### Content of 'Supplement - COLA' Application

Applications must include a narrative and detailed budget justification by program, Head Start and/or Early Head Start and demonstrate the following:

- An increase of no less than 1.22 percent of the current pay scale for Head Start/Early Head Start employees, including unfilled vacancies, subject to the provisions of Sections 653 and 640(j) of the Head Start Act;
- The rationale and documentation detailing agency policies and procedures if employees are receiving less than the 1.22 percent COLA or differential COLA increases;
- The provision of a no less than 1.22 percent increase to all delegate agencies and partners or justification if less than 1.22 percent or differential increases are provided to delegate agencies and partners;
- The planned uses for the balance of the COLA funds to offset higher operating costs.

### **Non-Federal Match**

The budget and detailed budget justification must include each source of non-federal match, including estimated amount per source and the valuation methodology. Flexibilities continue for waiver requests of the non-federal match requirement through the public health emergency for the 2019 novel coronavirus. To request a waiver, enter \$0 in Section C of the SF-424A of the application. No additional justification is required, and the issuance of a notice of award constitutes approval of the request.

### **Supporting Documents**

Signed statements of the Governing Body and Policy Council Chairs along with Governing Body and Policy Council minutes documenting each group's participation in the development and approval of the supplemental application must be provided. Through the public health emergency for the 2019 novel coronavirus, at a minimum a statement confirming the approval of Governing Body and Policy Council members available for contact will be accepted.

The application must be submitted on behalf of the Authorizing Official registered in the HSES.

**Incomplete applications will not be processed.**

Please ensure the application contains all of the required information. If you have any questions or need assistance, please contact Monica Flores, Head Start Program Specialist, at 214-767-8856 or [Monica.flores@acf.hhs.gov](mailto:Monica.flores@acf.hhs.gov) or Heather Colwell, Grants Management Specialist, at 214-767-8850 or [heather.colwell@acf.hhs.gov](mailto:heather.colwell@acf.hhs.gov).

For technical assistance in preparing the application, please contact the HSES Help Desk at [help@hsesinfo.org](mailto:help@hsesinfo.org) or 1-866-771-4737.

Sincerely,

/Kenneth Gilbert/

Kenneth Gilbert  
Regional Program Manager  
Office of Head Start



2021 Hidalgo County Head Start Program Salary Scale

Head Start Program

Position - Title	# of Positions	Current Approved	1.59% COLA Adjusted
		Annual Salary	Annual Salary
Administrator for Education - Masters	1	\$77,160.30	\$78,395.20
Administrator for Human Resources - Masters	1	\$77,160.30	\$78,395.20
Assistant Administrator for Human Resources	1	\$67,823.65	\$68,910.40
Assistant Bookkeeper - Procurement & Finance	3	\$27,520.79	\$27,955.20
Assistant Chief Financial Officer	1	\$60,410.58	\$61,360.00
Assistant Program Director (Bachelors)	1	\$93,813.15	\$95,305.60
Assistant Program Director (Masters)	1	\$95,313.15	\$96,824.00
Assistant Teacher	185	\$22,876.80	\$23,233.60
Bookkeeper - Finance	1	\$33,326.96	\$33,841.60
Bus Aide/Substitute	15	\$22,876.80	\$23,233.60
Bus Driver/Maintenance	23	\$22,976.80	\$23,358.40
Center Manager (Associates)	28	\$35,198.54	\$35,755.20
Center Manager (Masters)	1	\$42,131.91	\$42,806.40
Center Manager (Bachelors)	7	\$40,834.56	\$41,475.20
Chief Financial Officer - Bachelors	1	\$77,075.23	\$78,312.00
Coordinator - Associates (LVN's & Transportation)	3	\$40,239.06	\$40,892.80
Coordinator - Bachelors	12	\$44,024.76	\$44,740.80
Courier (Warehouse)	4	\$22,778.03	\$23,129.60
Crew Leader- Non Degree	2	\$32,454.97	\$32,968.00
Custodian - Administration & Center	49	\$22,778.03	\$23,129.60
Department Director - Non Degree - Field Operations	1	\$67,228.15	\$68,286.40
Department Director - Non Degree - MIS	1	\$64,867.40	\$65,915.20
Director - Bachelor	6	\$66,079.68	\$67,142.40
Director - Masters	4	\$67,823.65	\$68,910.40
Disability Classroom Assistant	18	\$22,876.80	\$23,233.60
Electrician Technician	1	\$34,709.38	\$35,276.80
Executive Director - Masters	1	\$115,357.63	\$117,187.20
Executive Secretary	1	\$41,430.06	\$42,099.20
Executive Secretary	1	\$43,833.35	\$44,532.80
Facilitator - Associates	2	\$34,709.38	\$35,276.80
Facilitator - Non Degree	1	\$32,454.97	\$32,968.00
Field Operations Manager	1	\$51,459.31	\$52,270.40
Health & Safety Coordinator	1	\$53,382.68	\$54,225.60
Maintenance Worker	10	\$22,778.03	\$23,129.60
Mental Health Counselor	2	\$54,722.56	\$55,598.40
Nurse (RN) - Bachelors	1	\$53,382.68	\$54,225.60
Part Time Bus Aide/Classroom (PTE's)	8	\$9,272.85	\$18,844.80
Secretary	9	\$23,458.60	\$23,836.80
Secretary	1	\$25,627.94	\$26,041.60
Network Manager	1	\$51,459.31	\$52,270.40
Support Service Facilitator (Center) - A.A.	2	\$34,709.38	\$35,276.80
Support Service Facilitator (Center) - Non Degree	4	\$29,562.52	\$30,035.20
Support Service Assistants	73	\$22,778.03	\$23,129.60
Teacher (Associates)	93	\$31,027.20	\$31,532.80
Teacher (Bachelors)	92	\$35,145.60	\$35,713.60
Substitute Teachers (Daily Rate)	54	\$80/daily	\$81.28/daily
<b>Total Number of Positions</b>	<b>729</b>		

2021 Texas Department of Agriculture (TDA) Salary Scale

Position - Title	# of Positions	Current Approved	1.59% COLA Adjusted
		Annual Salary	Annual Salary
TDA - Assistant Cook	2	22,778.03	\$23,129.60
TDA - Bookkeeper	1	33,326.96	\$33,841.60
TDA - Coordinator - Bachelors	2	44,024.76	\$44,740.80
TDA - Director - Bachelors	1	66,079.68	\$67,142.40
TDA - Food Driver	8	22,778.03	\$23,129.60
TDA - Head Cook	2	30,710.99	\$31,179.20
TDA - Kitchen Helper	10	22,778.03	\$23,129.60
TDA - Secretary	1	23,458.60	\$23,836.80
<b>Total Number of TDA Positions</b>	<b>27</b>		