



## Memorandum

To: Champaign County Regional Planning Commissioners  
From: Brandi Granse, Early Childhood Division Director  
Date: March 19, 2021  
Re: Action Item for RPC Meeting March 2021

In March 2021, the Office of Head Start announced a 1.22% Cost-of-Living Adjustment (COLA) increase to programs. The total COLA increase available to our program equals \$91,912.

The RPC Early Childhood Education Program will use the COLA funds as required in the guidance to increase staff wage rates, the pay scale rates, rent, and building and maintenance funds. Due to the COVID-19 pandemic and lack of resources impacted by a major disaster, Champaign County requests a waiver for the non-federal match.

- Head Start - \$42,011 and Non-Federal Match - \$0
- Early Head Start - \$26,361 and Non-Federal Match - \$0
- Early Head Start Expansion - \$23,540 and Non-Federal Match - \$0

I am requesting your support to approve the Cost-of-Living Adjustment funding increase for the Head Start, Early Head Start, and Early Head Start Expansion grants.

## CHAMPAIGN COUNTY HEAD START/EARLY HEAD START 05CH8461

### Head Start and Early Head Start 1.22% Cost-of-Living Adjustment (COLA) 2021

Champaign County requests its designated \$42,011 for Head Start and \$26,361 for Early Head Start Cost-of-Living Adjustment (COLA) funding to provide a permanent 1.22% cost-of-living adjustment to the hourly rate of all currently employed Head Start staff (both bargaining unit and non-bargaining). This permanent increase will be retroactive to the start of the FY21 program year (March 1, 2021) for all staff employed as of that date and who are still so employed when Champaign County receives grant approval.

Bargaining unit pay ranges will be permanently increased by 1.22% with an effective date of March 1, 2021. Bargaining Unit Wage Ranges for FY20 and FY21 are attached to demonstrate the implementation of the 1.22% increase to the pay ranges for all bargaining unit positions. About 80% of the Champaign County Head Start staff are unionized with the American Federation of State, County and Municipal Employees. The current contract states that the employer will pass through to bargaining unit employees any federally authorized and approved cost-of-living adjustment.

Non-bargaining unit wage ranges were adjusted on January 1, 2021 consistent with the Champaign County Regional Planning Commission's annual adjustments for exempt and non-exempt positions. The non-bargaining unit wage ranges were adjusted to align with the current marketplace in East Central Illinois. The non-bargaining unit wage ranges for FY20 and FY21 are attached.

The Champaign County Regional Planning Commission conducts comprehensive wage studies on a regular basis to ensure external competitiveness, internal equity, and the ability to attract and retain highly qualified staff. Our funding structure requires that these wage analyses also take into consideration the availability of funding, performance, and organizational needs.

Of the total 1.22% COLA award for Head Start, the program will use the funding as follows.

- Wages = \$28,380
- Benefits = \$2,503 (FICA = \$2,171 and Workers' Compensation = \$332)
- Illinois Municipal Retirement Fund = \$1,950
- Facility Rent = \$5,036
- Building Maintenance and Repairs = \$2,013
- Indirect Costs = \$2,129

Of the total 1.22% COLA award for Early Head Start, the program will use the funding as follows.

## CHAMPAIGN COUNTY HEAD START/EARLY HEAD START 05CH8461

### Head Start and Early Head Start 1.22% Cost-of-Living Adjustment (COLA) 2021

- Wages = \$15,980
- Benefits = \$1,409 (FICA = \$1,222 and Workers' Compensation = \$187)
- Illinois Municipal Retirement Fund = \$1,098
- Facility Rent = \$3,995
- Building Maintenance and Repairs = \$2,680
- Indirect Costs = \$1,199

#### Non-Federal Match

Due to the COVID-19 pandemic and lack of resources impacted by a major disaster, Champaign County requests a waiver for the Non-Federal Match. A \$0 amount has been placed in the SF-424A of the application.

## CHAMPAIGN COUNTY HEAD START/EARLY HEAD START 05HP000138

### Early Head Start Expansion 1.22% Cost-of-Living Adjustment (COLA) 2021

Champaign County requests its designated \$23,540 Early Head Start Expansion Cost-of-Living Adjustment (COLA) funding to provide a permanent 1.22% cost-of-living adjustment to the hourly rate of all currently employed Head Start staff (both bargaining unit and non-bargaining). This permanent increase will be retroactive to the start of the FY21 program year (March 1, 2021) for all staff employed as of that date and who are still so employed when Champaign County receives grant approval.

Bargaining unit pay ranges will be permanently increased by 1.22% with an effective date of March 1, 2021. Bargaining Unit Wage Ranges for FY20 and FY21 are attached to demonstrate the implementation of the 1.22% increase to the pay ranges for all bargaining unit positions. About 80% of the Champaign County Head Start staff are unionized with the American Federation of State, County and Municipal Employees. The current contract states that the employer will pass through to bargaining unit employees any federally authorized and approved cost-of-living adjustment.

Non-bargaining unit wage ranges were adjusted on January 1, 2021 consistent with the Champaign County Regional Planning Commission's annual adjustments for exempt and non-exempt positions. The non-bargaining unit wage ranges were adjusted to align with the current marketplace in East Central Illinois. The non-bargaining unit wage ranges for FY20 and FY21 are attached.

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Of the total 1.22% COLA award for Early Head Start Expansion, the program will use the funding as follows.

- Wages = \$13,861
- Benefits = \$1,222 (FICA = \$1,060 and Workers' Compensation = \$162)
- Illinois Municipal Retirement Fund = \$952
- Facility Rent = \$4,435
- Building Maintenance and Repairs = \$2,030
- Indirect Costs = \$1,040

CHAMPAIGN COUNTY HEAD START/EARLY HEAD START 05HP000138

Early Head Start Expansion 1.22% Cost-of-Living Adjustment (COLA) 2021

Non-Federal Match

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