

RPC – Early Childhood Fund 104



Early Childhood Fund (104) positions: FTE 135.8

MISSION STATEMENT

The Champaign County Head Start program promotes school readiness by enhancing the social and cognitive development of children through the provision of culturally inclusive educational, health, nutritional, social, and other services to eligible children, their families, and pregnant women. Our daily mission is to inspire our children to develop their unique talents and skills and prepare them for lifelong learning and success. Our teaching approach focuses on each child's POTENTIAL and POSSIBILITIES.

BUDGET HIGHLIGHTS

The FY19 Early Childhood Fund includes federal funding to serve 435 preschoolers in Head Start and 141 infants, toddlers, and pregnant women in Early Head Start. Funding streams include grants or reimbursements from Health and Human Services (Head Start/Early Head Start), Illinois State Board of Education (Preschool for All and Expansion), Illinois Child Care Assistance Program (for children in 10-hour classrooms), Child and Adult Food Care Program (for food service to children), and the Champaign County Developmental Disabilities/Mental Health Boards (supporting the Social-Emotional Development Specialist and Social Skills and Prevention Coach positions). The program is currently in the fourth year of its five-year project period for the Head Start/Early Head Start grant.

The 2018-2019 program year staffing calendar is for 52 weeks for staff that provide year-round programming and between 38 and 48 weeks for staff that provide part-day or school-day programming. A position paid for 37.5 hours per week, 52 weeks per year is one Full Time Equivalent (1 FTE) employee.

All four Head Start/Early Head Start centers have again this year maintained accreditation by the National Association for the Education of Young Children. Further, three centers maintained Gold Level and one center received Silver Level in the State's ExceleRate Quality Rating and Information System.

Even/Odd Year Departmental Designation – All federal and state grants administered by the Regional Planning Commission have a program year that differs from the County fiscal year; i.e., Jul-Jun, Oct-Sept, Mar-Feb. Grant awards require revenue and expenditures to be segregated in the accounting system by program year ending date. Grants ending in June 2019 are identified in the accounting system as “odd years” and grants ending in June 2020 are identified as “even years.” The chart of accounts indicates the specific grant/contract term separately identifiable by both fund and department. Since these grants often run concurrently and/or cross multiple county fiscal years, adequate line-item appropriations are required to accommodate variations in direct client assistance, carryover, and concurrent programming.

FINANCIAL

Fund 104 Summary			2017	2018	2018	2019
			Actual	Original	Projected	Budget
331	44	USDA-CHILD/ADLT CARE FOOD	\$326,828	\$322,500	\$322,500	\$329,500
331	48	HHS-HEAD START PROGRAM	\$5,222,894	\$5,823,000	\$5,182,740	\$5,863,500
334	32	IL DCFS-CHILD CARE	\$15,858	\$25,000	\$25,000	\$25,000
334	37	IL DPT HUM SRV-CHILD CARE	\$872,571	\$930,000	\$930,000	\$950,000
334	64	IL STBD ED/PRESCH FOR ALL	\$1,543,706	\$1,545,000	\$3,011,411	\$1,600,000
336	13	CHAMP COUNTY MENT HLTH BD	\$55,645	\$0	\$110,628	\$165,606
336	23	CHAMP COUNTY DEV DISAB BD	\$0	\$55,675	\$0	\$0
		FEDERAL, STATE & LOCAL SHARED REVENUE	\$8,037,502	\$8,701,175	\$9,582,279	\$8,933,606
341	40	TECHNICAL SERVICE CONT.	\$0	\$0	\$0	\$48,000

Fund 104 Summary			2017 Actual	2018 Original	2018 Projected	2019 Budget
345	28	CHILD DAY CARE CHARGES	\$95,818	\$75,000	\$75,000	\$55,000
		FEES AND FINES	\$95,818	\$75,000	\$75,000	\$103,000
361	10	INVESTMENT INTEREST	\$8,699	\$5,000	\$5,000	\$5,000
363	10	GIFTS AND DONATIONS	\$558	\$4,750	\$27,547	\$4,750
369	90	OTHER MISC. REVENUE	\$39,416	\$4,500	\$2,250	\$8,000
		MISCELLANEOUS	\$48,673	\$14,250	\$34,797	\$17,750
REVENUE TOTALS			\$8,181,993	\$8,790,425	\$9,692,076	\$9,054,356
511	3	REG. FULL-TIME EMPLOYEES	\$2,879,217	\$3,205,475	\$3,141,276	\$3,393,912
511	4	REG. PART-TIME EMPLOYEES	\$905,820	\$1,174,000	\$1,281,408	\$1,207,000
511	5	TEMP. SALARIES & WAGES	\$71,154	\$71,500	\$108,648	\$116,000
513	1	SOCIAL SECURITY-EMPLOYER	\$283,444	\$358,500	\$361,922	\$366,100
513	2	IMRF - EMPLOYER COST	\$306,901	\$392,900	\$390,673	\$269,852
513	4	WORKERS' COMPENSATION INS	\$61,102	\$71,900	\$73,972	\$76,100
513	5	UNEMPLOYMENT INSURANCE	\$36,334	\$91,800	\$78,086	\$90,960
513	6	EMPLOYEE HEALTH/LIFE INS	\$635,691	\$729,500	\$748,522	\$755,082
513	20	EMPLOYEE DEVELOPMNT/RECOG PERSONNEL	\$4,362 \$5,184,025	\$10,500 \$6,106,075	\$7,000 \$6,191,507	\$10,500 \$6,285,506
522	1	STATIONERY & PRINTING	\$2,130	\$4,500	\$4,500	\$4,500
522	2	OFFICE SUPPLIES	\$9,547	\$18,650	\$22,798	\$20,200
522	3	BOOKS, PERIODICALS & MAN.	\$443	\$2,150	\$1,300	\$2,250
522	4	COPIER SUPPLIES	\$4,034	\$7,275	\$4,741	\$7,150
522	6	POSTAGE, UPS, FED EXPRESS	\$2,156	\$5,950	\$4,506	\$6,100
522	7	PHOTOGRAPHY SUPPLIES	\$0	\$150	\$0	\$0
522	10	FOOD	\$155,405	\$140,950	\$140,250	\$143,750
522	11	MEDICAL SUPPLIES	\$12,458	\$7,150	\$24,244	\$16,450
522	14	CUSTODIAL SUPPLIES	\$26,478	\$26,000	\$24,053	\$26,600
522	15	GASOLINE & OIL	\$18,366	\$29,800	\$24,644	\$31,700
522	17	GROUND SUPPLIES	\$0	\$0	\$0	\$250
522	25	DIETARY NON-FOOD SUPPLIES	\$20,321	\$26,150	\$25,813	\$26,400
522	28	LAUNDRY SUPPLIES	\$1,664	\$2,950	\$3,358	\$2,350
522	32	SUPPL FOR DISABLED PERSNS	\$2,316	\$3,950	\$2,768	\$4,500
522	44	EQUIPMENT LESS THAN \$5000	\$70,359	\$53,500	\$70,589	\$66,000
522	91	LINEN & BEDDING	\$5,112	\$3,000	\$1,429	\$2,900
522	93	OPERATIONAL SUPPLIES	\$10,125	\$16,000	\$9,506	\$19,500
522	96	SCHOOL SUPPLIES	\$83,588	\$123,500	\$216,826	\$159,000
		COMMODITIES	\$424,502	\$471,625	\$581,325	\$539,600
533	1	AUDIT & ACCOUNTING SERVCS	\$46,209	\$51,500	\$45,000	\$50,500
533	3	ATTORNEY/LEGAL SERVICES	\$4,586	\$17,000	\$13,000	\$16,500
533	6	MEDICAL/DENTAL/MENTL HLTH	\$8,868	\$10,400	\$18,326	\$11,400
533	7	PROFESSIONAL SERVICES	\$150,449	\$153,750	\$138,311	\$152,500
533	8	CONSULTING SERVICES	\$1,202	\$4,250	\$3,235	\$4,250
533	12	JOB-REQUIRED TRAVEL EXP	\$26,367	\$42,100	\$40,217	\$45,886
533	17	FIELD TRIPS / ACTIVITIES	\$1,093	\$5,800	\$6,605	\$6,200

Fund 104 Summary			2017 Actual	2018 Original	2018 Projected	2019 Budget
533	18	NON-EMPLOYEE TRAINING,SEM	\$1,369	\$5,750	\$4,000	\$5,750
533	19	SCHOOLNG TO OBTAIN DEGREE	\$61,207	\$46,500	\$55,977	\$58,000
533	20	INSURANCE	\$90,398	\$98,500	\$90,000	\$98,500
533	29	COMPUTER/INF TCH SERVICES	\$106,800	\$112,000	\$118,327	\$126,500
533	30	GAS SERVICE	\$20,368	\$35,450	\$27,960	\$34,250
533	31	ELECTRIC SERVICE	\$55,131	\$58,200	\$51,688	\$57,000
533	32	WATER SERVICE	\$12,885	\$14,050	\$12,425	\$13,300
533	33	TELEPHONE SERVICE	\$11,587	\$28,750	\$22,480	\$28,750
533	34	PEST CONTROL SERVICE	\$1,846	\$3,750	\$2,818	\$4,000
533	36	WASTE DISPOSAL & RECYCLNG	\$9,485	\$10,300	\$8,230	\$19,150
533	40	AUTOMOBILE MAINTENANCE	\$21,971	\$29,500	\$26,839	\$29,500
533	42	EQUIPMENT MAINTENANCE	\$23,549	\$27,150	\$24,979	\$27,150
533	45	NON-CNTY BLDG REPAIR-MNT	\$92,611	\$112,250	\$624,404	\$103,000
533	50	FACILITY/OFFICE RENTALS	\$141,081	\$152,500	\$145,482	\$151,500
533	51	EQUIPMENT RENTALS	\$3,039	\$5,900	\$32,399	\$10,900
533	52	OTHER SERVICE BY CONTRACT	\$0	\$15,000	\$30,500	\$15,000
533	70	LEGAL NOTICES,ADVERTISING	\$31,267	\$17,550	\$19,550	\$17,500
533	84	BUSINESS MEALS/EXPENSES	\$1,188	\$3,700	\$2,600	\$3,700
533	85	PHOTOCOPY SERVICES	\$29,261	\$38,500	\$28,887	\$39,500
533	87	INDIRECT COSTS / OVERHEAD	\$501,387	\$575,000	\$500,716	\$556,500
533	89	PUBLIC RELATIONS	\$3,185	\$4,700	\$3,238	\$3,700
533	91	LAUNDRY & CLEANING	\$3,397	\$5,200	\$3,200	\$5,250
533	93	DUES AND LICENSES	\$10,687	\$13,300	\$15,580	\$18,350
533	95	CONFERENCES & TRAINING	\$50,988	\$73,500	\$76,805	\$74,064
534	9	R.E. TAX / DRAINAGE ASMNT	\$30,753	\$0	\$1,000	\$0
534	11	FOOD SERVICE	\$161,528	\$148,500	\$148,500	\$155,500
534	37	FINANCE CHARGES,BANK FEES	\$0	\$0	\$0	\$250
534	38	EMRGNCY SHELTER/UTILITIES	\$11	\$250	\$3	\$0
534	43	DISABILITY THERAPY,CONSLT	\$18,858	\$17,000	\$16,280	\$17,500
534	44	STIPEND	\$8,640	\$11,500	\$10,230	\$11,000
534	46	SEWER SERVICE & TAX	\$9,168	\$10,000	\$7,771	\$8,703
534	58	LANDSCAPING SERVICE/MAINT	\$45,500	\$11,000	\$40,000	\$11,500
534	59	JANITORIAL SERVICES	\$167,195	\$141,000	\$153,540	\$153,500
534	68	POLICY COUNCIL ACTIVITIES	\$3,942	\$8,000	\$6,730	\$8,000
534	69	PARENT ACTIVITIES/TRAVEL	\$23,975	\$18,800	\$18,492	\$19,200
534	76	PARKING LOT/SIDEWLK MAINT SERVICES	\$32,377 \$2,025,408	\$18,500 \$2,156,350	\$13,075 \$2,609,399	\$19,000 \$2,192,203
544	32	OTHER EQUIPMENT	\$106,158	\$0	\$98,911	\$0
544	33	OFFICE EQUIPMENT & FURNIS	\$5,498	\$16,500	\$16,500	\$16,500
544	40	LANDSCAPING,LAND IMPRVMTS CAPITAL	\$0 \$111,656	\$0 \$16,500	\$150,000 \$265,411	\$0 \$16,500
571	4	TO RPC ECON DEV LOANS 475	\$1,400,000	\$0	\$0	\$0
		INTERFUND EXPENDITURE	\$1,400,000	\$0	\$0	\$0
EXPENDITURE TOTALS			\$9,145,591	\$8,750,550	\$9,647,642	\$9,033,809

FUND BALANCE

2017 Actual	2018 Projected	2019 Budgeted
\$1,971,365	\$2,015,799	\$2,036,346

The Early Childhood Fund balance is expected to increase in FY19 due to a partial year of continued eligibility for currently enrolled children in the full day childcare subsidy program. Fund balance is utilized to meet cash flow requirements, the liability for compensated absences, facility and infrastructure upgrades, capital equipment replacement, lease obligations, and program phase-down reserve. The fund balance level is appropriate given the significant delays in state reimbursement and the monthly cash requirements for payroll and accounts payable.

FTE STAFFING HISTORY

FY2015	FY2016	FY2017	FY2018	FY2019
123	118	119.9	125.7	135.8

ALIGNMENT TO STRATEGIC PLAN

The Champaign County Early Childhood Program supports the Champaign County strategic plan by:

- implementing equal opportunity and inclusive employment practices and access to services,
- promoting the physical health and cognitive development of enrolled children and the economic self-sufficiency of enrolled families,
- deterring involvement with the criminal justice system through early intervention and parent education,
- developing collaborations and partnerships that leverage resources and strengthen the community, and
- implementing services and systems that demonstrate respect for clients while at the same time exerting stewardship of, and accountability for, resources.

DESCRIPTION

The provision of high-quality children and family services to the low-income, at-risk residents of Champaign County.

OBJECTIVES

1. To ensure children achieve optimal progress in social-emotional, health, cognitive, and creative development.
2. To ensure that families are participants in service identification and implementation.
3. To ensure families are involved in their child's programming through their roles as parents, decision makers, and volunteers.
4. To attract and retain qualified staff through an on-going professional development system.
5. To increase the cultural competency of programming and staff.
6. To optimize funding through effective stewardship of limited resources and continue to seek innovative and incentive funding.

PERFORMANCE INDICATORS

Indicator	2017 Actual	2018 Projected	2019 Budgeted
Children whose family income is less than 130% of poverty level	92%	91%	93%
Cumulative number of children/pregnant mothers participating in program	742	690	700
Percent enrolled on first day of program year	100%	100%	100%
Percent of cumulative enrollment is of children with a disability	10%	10%	10%
Children with up-to-date health care by year end	75%	85%	90%
Follow-up services/referrals provided as a result of health & developmental screenings	100%	100%	100%
Percent of children leaving program ready for kindergarten	90%	93%	95%
Number of community requests for Head Start participation in events or partnerships	17	34	20
Overall rating of parent satisfaction surveys	96%	96%	98%
Change in funded enrollment from previous year	0	0	0
Families utilizing family partnership agreement	303	470	525
Total number of staff positions (full & part-time)	147	148	146
Staff turnover rate (corrected formula)	15%	11%	5%
Positive federal & state compliance reviews	3/3	2/2	2/2