

**FACT, Inc.**  
**Board of Directors E-mail Poll Report**  
**June 20, 2017**

**Board members participating:**

Eric Burton (Columbia County), Dr. James Fouse (Union County), Jeremy King (Union County), James McMennis (Union County), Charles Moore (Ouachita County), Dr. Levenis Penix (Calhoun County), Dale Smith (Dallas County), Nicole Williams (Lafayette County)

**Purpose of the poll:**

Due to the urgency of the agency's business and the inability of the members to attend an emergency meeting, an explanation of the items requiring a vote and information pertinent to each item was sent to the members for review. Members were asked to vote via return e-mail. Five members are required for a quorum and eight members participated.

**Cost of Living Adjustment:**

The e-mail read:

*As described in ACF-PI-HS-17-, Families and Children Together, Inc. has calculated the Cost-of-Living Adjustment (COLA) Funding increases to permanently increase the salary schedule by 1%. All regular Early Head Start and Head Start employees' salaries/hourly rates will increase by 1%. The increases will be retroactive back to November 1, 2016. Attached are the FY 2017 Personnel Salary Schedules for the Early Head Start and Head Start in the original 5 counties and Head Start in the southwest counties. The schedules list each positions, the current salaries, the cost of living adjustment amounts, and the revised annual salary.*

**Early Head Start/Head Start original counties (06CH7094):** *The Early Head Start program was appropriated \$27,441 to be used for COLA. Each positions' salary was increased by 1 percent utilizing the total amount appropriated. However, there were not sufficient funds to cover the additional fringe benefits costs of \$3,745. These costs will be absorbed by the current Early Head Start budget. After the completion of actual calculations for each positions, if there are any additional funds remaining, these funds will be used to offset the increased fringe benefits as a result of these increases first. Secondly, these funds will be used to adjust the wages of the Education Advisors that occurred with the changing of the titles from Advisors to Coordinators.*

*The Head Start program was appropriated \$36,774 to be used for COLA. Each positions' salary was increase by 1% utilizing \$28,426. The additional fringe benefits for these increases equated to \$3,879. FACT proposes to use the remaining \$4469 to offset the increase in salaries and fringes of the Education Advisors. The breakdown include \$3,932 in salaries and \$537 in additional fringe benefit costs. After the completion of actual calculations for each positon, any additional funding will go toward salaries and fringe benefits adjustments necessitated by the Wage Study.*

**Head Start southwest counties (06CH7122):** *The Head Start program in the Southwest counties was appropriated \$11,367 to be used for COLA. Each positon's salaries was increased by 1% prorated by the percentage of time expended in the program. The total salary increases equated to \$6,675 with fringe benefits totaling \$911. FACT proposes to use the remaining \$3,781 (salary-\$3,327; fringe-\$454) to offset the salary adjustment of the Special Services Coordinator as a results of changes necessitated by the Wage Study. After the completion of actual calculations for each position, any additional funding will go toward salaries and fringe benefits adjustments necessitated by the Wage Study.*

Of the members participating, all voted to approve the cost of living adjustments for the Early Head Start/Head original counties (06CH7094) and Head Start southwest counties (06CH7122).

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Kelly Pope, Board Secretary