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TO: Martha Kern, Chair  
Ways & Means Committee

THROUGH: Robert E. Guenzel  
County Administrator

FROM: Patricia J. Horne McGee, Director  
Washtenaw County Head Start

DATE: June 20, 2001

SUBJECT: Head Start Reorganization for Greater Efficiency

**Board Action Requested:**

It is requested that the Board of Commissioners approve the elimination of the positions (7) Family Service Assistants, (3) Family/Child Development Specialist, (2) Home Visitor, (1) Master Teacher and (1) Family Resource Assistant, and create (1.50) Child Development Professional, (.75) Child Development Assistants, .50 Bus Aide and .50 Nutrition Aide.

**Background:**

Washtenaw County has administered the Head Start Program for eligible children and families in Washtenaw County for more than 30 years, and currently directly operates (2) sites in Ypsilanti for 259 children and families (part day and full day), And 46 in the Home Based program. Three delegate programs serve 238 children and families (part day) in Ann Arbor Public Schools, Willow Run Community Schools and Whitmore lake Public Schools. In the main grant for the 2001-2002 school year, we are proposing to serve 254 children at directly operated sites and 289 children in delegate programs, including a new site in Lincoln Consolidated Schools. In the new grant, there are more children being served by the delegate program that were previously being served by the grantee. Because the funding follows the children, more grant funding will be going to the delegate programs and less to the grantee in the new school year.

**Discussion:**

Willow Run, a delegate program, has increased its enrollment by 17. Lincoln, a new delegate program, will serve 34 children. The available funds to continue to support the level of funding for the grantee program have decreased. The need and enrollment of the Home Base program have also decreased.

Several positions have not been funded in at least the last funding year as the service delivery has changed. Thus these eliminations speak to unused and unfilled positions. Positions have been created to meet the need of full day programming to provide greater efficiency in transportation and nutrition services.

**Impact on Human Resources:**

This action calls for the creation of (3) full-time positions, (1) part-time positions and the elimination of fourteen positions. The positions would be grant supported.

Creation of

- Nutrition Assistant (.50)
- Bus Aide (.50)
- Child Development Professional (.50)
- Child Development Professional (1.0)
- Child Development Assistant (.25)
- Child Development Assistant (.50)

Elimination of

- Family Service Assistant (7.0)
- Family Resource Assistant (1.0)
- Family/Child Development Specialist (3.0)
- Master Teacher (1.0)
- Home Visitor (2.0)

As these are not new positions, job descriptions are already on file.

**Impact on Budget:**

None. The budget for the new Head Start Program year has already been approved by the Board.

**Impact on Indirect Costs:**

None

**Impact on Other County Departments or Outside Agencies:**

This realignment will provide greater efficiency both internally for Washtenaw County as well as those agencies involved with the Head Start Program.

**Impact on County Policies:**

This request conforms to all County policies.

A RESOLUTION CREATING ONE (.50 FTE) NUTRITION ASSISTANT, ONE (.50 FTE) BUS AIDE, ONE (.50 FTE) CHILD DEVELOPMENT ASSISTANT, ONE (.25 FTE) CHILD DEVELOPMENT ASSISTANT, ONE (.50 FTE) CHILD DEVELOPMENT PROFESSIONAL, ONE (1.0 FTE) CHILD DEVELOPMENT PROFESSIONAL AND ELIMINATING SEVEN (7.0 FTE) FAMILY SERVICE ASSISTANTS, TWO (2.0 FTE) HOME VISITORS, THREE (3.0 FTE) FAMILY/CHILD DEVELOPMENT SPECIALISTS, ONE (1.0 FTE) FAMILY RESOURCE ASSISTANT, AND ONE (1.0 FTE) MASTER TEACHER

WASHTENAW COUNTY BOARD OF COMMISSIONERS

July 18, 2001

WHEREAS, Washtenaw County will be serving 242 children in its grantee operated sites (2) in Ypsilanti during the 2001-2002 school year, and 12 children in the Home Based program; and

WHEREAS, 289 children will be served in delegate programs in the new school year; and

WHEREAS, Washtenaw County Head Start has increased its service delivery to serve 54 children in full time programming; and

WHEREAS, the grantee program requires reorganization to meet the changing needs of the children it is serving; and

WHEREAS, Washtenaw County Head Start is in a continuous process of achieving excellence and efficiency in service delivery to children and families through active family partnerships and community collaborations; and

WHEREAS, quality daily services to children includes food service and bus transportation as well as their classroom experiences

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby creates and eliminates positions as attached hereto and made a part hereof:

## HEAD START

Position #	Position Title	Grade	Group	Eliminate	Create
0502-0003	Nutrition Assistant	5	32		.50
0501-0004	Bus Aide	5	32		.50
1014-0011	Child Dev Assistant	10/13	12		.50
1014-0012	Child Dev Assistant	10/13	12		.25
1865-0007	Child Dev Professional	18/19	11		.50
1865-0013	Child Dev Professional	18/19	11		1.0
1559-0001	Family Service Assistant	15	12	1.0	
1559-0002	Family Service Assistant	15	12	1.0	
1559-0003	Family Service Assistant	15	12	1.0	
1559-0004	Family Service Assistant	15	12	1.0	
1559-0005	Family Service Assistant	15	12	1.0	
1559-0006	Family Service Assistant	20	12	1.0	
1559-0007	Family Service Assistant	15	12	1.0	
1624-0001	Home Visitor	16	12	1.0	
1624-0002	Home Visitor	16	12	1.0	
1627-0002	Family/Child Dev Specialist	16	12	1.0	
1627-0003	Family/Child Dev Specialist	16	12	1.0	
1627-0004	Family/Child Dev Specialist	16	12	1.0	
1725-0002	Family Resource Assistant	17	12	1.0	
7626-0001	Master Teacher	76	10	1.0	