



COUNTY ADMINISTRATOR
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TO: Wesley Prater, Chair
Ways & Means Committee

THROUGH: Robert E. Guenzel
County Administrator

FROM: Patricia Horne McGee, Head Start Director

DATE: September 1, 2004

SUBJECT: Head Start Reorganization for Greater Efficiency

BOARD ACTION REQUESTED:

It is requested that the Board of Commissioners approve the elimination of the position of Receptionist and create the positions of Sr. Management Assistant and Child Development Assistant to provide greater efficiencies.

BACKGROUND

The Head Start administration and program staff are now collocated in one building necessitating increased skills in customer services, clerical support, and fiscal support to provide the level of efficiency required for one administration and twenty-eight program staff.

As the program moves to more effectiveness and greater accountability, it is imperative that clerical support be adequate to sustain efficiency and quality service delivery for children, parents, staff and the community we serve—including delegates.

DISCUSSION

While the Receptionist has been supportive, we need to move toward greater systemic clerical services that support the entire operation in an efficient, effective manner.

It is felt that the Sr. Management Assistant can bring this support to bear on this program through supervising the clerical staff, managing the daily operations of the building, performing technical and difficult fiscal accounting, planning events, personnel issues, assisting the Director, maintaining resources, making conference and travel arrangements, local and federal reporting, supporting and implementation of HHS Performance Standards and the Guiding Principles of Washtenaw County.

In addition, the teaching staff would benefit from having an extra teacher to be utilized as a floater as well as an in-house substitute, as it has been difficult to maintain a full teaching staff required for staff: student ratio by federal regulations due to medical leaves and voluntary terminations.

IMPACT ON HUMAN RESOURCES

This action calls for the creation of one 1.0 FTE Sr. Management Assistant position, one 1.0 FTE Child Development Assistant and the elimination of one 1.0 FTE Receptionist position for a net impact of 1 positions. The positions will be grant supported.

IMPACT ON BUDGET

The impact of these proposed changes is expected to be cost neutral due to cost savings from the eliminated position, entry level hiring, and other administrative realignments within Head Start.

IMPACT ON INDIRECT COSTS

Indirect costs have already been budgeted in the initial grant application.

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 with all County policies.

A RESOLUTION CREATING AND ELIMINATING POSITIONS FOR THE REALIGNMENT OF HEAD START TO PRODUCE GREATER EFFICIENCY.

WASHTENAW COUNTY BOARD OF COMMISSIONERS

September 15, 2004

WHEREAS a realignment of support services (eliminating Receptionist position and creating a Sr. Management Assistant position) is requested to increase the efficiency of the Grantee site; and

WHEREAS the Head Start building houses a Director, five managers, three kitchen staff, three clerical staff, and twenty-four teaching staff; and

WHEREAS the internal impact of this realignment is more effective program operations as well as greater efficiency across departments within the county, delegate agencies and improved customer services with the families and communities served; and

WHEREAS this realignment would become effective upon the Board's approval; and

WHEREAS these changes have no additional implications outside of the federally funded budget and can be subsumed in the entry level hiring and position elimination; and

WHEREAS this matter has been reviewed by Human Resources, Finance Corporation Counsel, Policy Council, County Administration, the Labor Union and the Ways and Means Committee

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners hereby creates and eliminates the following positions to promote greater efficiencies in the Head Start Program:

<u>Position No.</u>	<u>Position Title</u>	<u>Grade</u>	<u>Employee Group</u>	<u>Created</u>	<u>Eliminated</u>
1004-0005	Receptionist	10	12		1.0
1576-0017	Child Development Assistant	15	12	1.0	
2819-0009	Sr. Management Assistant	28	32	1.0	