

**COUNTY ADMINISTRATOR**  
220 NORTH MAIN STREET, P.O. BOX 8645  
ANN ARBOR, MICHIGAN 48107-8645  
(734)222-6850  
FAX (734)222-6715

TO: Jeff Irwin, Chair  
Ways & Means Committee

THROUGH: Robert E. Guenzel  
County Administrator

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

DATE: August 3, 2005

SUBJECT: Washtenaw County Head Start's Application to the Department  
of Health and Human Services for the COLA and Quality  
Improvement for the entire program.

**Board Action Requested:**

The Washtenaw County Head Start program is requesting that the Board of Commissioners ratify the County Administrator's signature on the application to the Department of Health and Human Services for the Head Start Program for the period of August 1, 2005 through July 31, 2006 in the amount of \$42,593, and authorization to sign the notice of grant award.

**Background:**

Washtenaw County has administered the Head Start program for eligible children and their families in Washtenaw County for more than thirty-seven (37) years, and currently directly operates a program in Ypsilanti for 209 children and families and delegate programs at Ann Arbor, Lincoln, Whitmore Lake, SOS Time for Tots, and Willow Run for 352 children and families.

**Discussion:**

Washtenaw County Head Start continually works to ensure comparable wages to staff throughout the grantee. Wages have been negotiated through a collective bargaining process. The grantee operated program as well as the delegates will each receive increases averaging 3%.

The entire amount of federal funding for COLA is \$34,074 or 1%. This funding will be used to offset the permanent salary increases of all staff at the Grantee and delegate programs of Washtenaw County. A local match of \$8,519 is also being allocated through in-kind contributions.

**Impact on Human Resources:**

There is no impact on Human Resources.

**Impact on Budget:**

The requested board action will approve the Washtenaw County Head Start Grant budget in the amount of \$42,593.

**Impact on Indirect Costs:**

There will be no impact on direct costs as they are not allowable costs for this grant.

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

This action reflects the ongoing community collaboration with Ann Arbor Public Schools, Lincoln Schools, Willow Run Community Schools, Whitmore Lake Public Schools, and the SOS Crisis Center.

**Conformity to County Policies:**

The requested board action is in conformity with county policies.

**Attachments/Appendices:**

Head Start Grant Application

Head Start Budget for COLA and Quality Improvement

A RESOLUTION RATIFYING THE ADMINISTRATOR'S SIGNATURE ON THE APPLICATION TO THE DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR THE COLA AND QUALITY IMPROVEMENT OF THE HEAD START PROGRAM FOR THE PERIOD OF AUGUST 1, 2005 THROUGH JULY 31, 2006 IN THE AMOUNT OF \$42,593; AND AUTHORIZING THE ADMINISTRATOR TO SIGN THE NOTICE OF GRANT AWARD; AMENDING THE BUDGET AND AUTHORIZING THE ADMINISTRATOR TO SIGN THE DELEGATE CONTRACTS

WASHTENAW COUNTY BOARD OF COMMISSIONERS

August 3, 2005

WHEREAS, Washtenaw County has administered the Head Start program for eligible children and their families in Washtenaw County for more than thirty (30) years;

WHEREAS, the Head Start program plans to serve 561 children of which 209 will be served directly by the county and 352 through four delegate programs; and

WHEREAS, the federal grant of \$34,074 will be used for COLA for the Grantee operated program in Ypsilanti (\$18,619) as well as in the four delegates and child care partnership: Ann Arbor (\$6,646), Lincoln (\$2,305), Whitmore Lake (\$1,356), Willow Run (\$4,488), and Time for Tots (\$660); and

WHEREAS, required local match in the amount of \$8,519 will be provided by in-kind contributions from Head Start parents as well as local school districts, County general fund and SOS Crisis Center; and

WHEREAS, the Head Start Management Team will ensure compliance with all regulations; and

WHEREAS, this matter has been reviewed by the Head Start Policy Council, the County Administrator's Office, Corporation Counsel, the Office of Finance, Human Resources, and the Ways and Means Committee

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby ratifies the County Administrator's signature on the application to the Department of Health and Human Services for the COLA and Quality Improvement for the entire Head Start Program for the period of August 1, 2005 through July 31, 2006 in the amount of \$42,593 as on file with the County Clerk.

BE IT FURTHER RESOLVED that the Board of Commissioners hereby authorize the following actions contingent upon receipt of the grant award in conformity with the application:

1. Authorizing the Administrator to sign the Notice of Grant Award
2. Amending the budget, as attached hereto and made a part thereof
3. Authorizing the Administrator to sign the delegate contracts to be

reviewed by Corporation Counsel and filed with the County Clerk

Washtenaw County Head Start  
 COLA Budget Adjustment  
 Period of August 1, 2005 – July 31, 2006  
 Fund # 2510

		Current Budget	Revised Budget	Variance
Revenue:				
50000	Federal Revenue	\$3,451,292	\$3,485,366	\$ 34,074
69000	In-Kind Contributions	\$ 422,678	\$ 431,197	\$ 8,519
69500	Transfers In	\$ 660,947	\$ 660,947	\$ 0
	Grant Subtotal	\$4,534,917	\$4,577,510	\$ 42,593
50000	USDA Revenue	\$ 141,276	\$ 141,276	\$ 0
	Total	\$4,676,193	\$4,718,786	\$ 42,593

Expenditures:

70050	Personal Services	\$1,895,857	\$1,919,131	\$ 23,274
72600	Supplies	\$ 55,960	\$ 55,960	\$ 0
80000	Other Services & Charges	\$1,832,133	\$1,851,452	\$ 19,319
93500	In-Kind Charges	\$ 422,678	\$ 422,678	\$ 0
94000	Internal Service Charges	\$ 167,974	\$ 167,974	\$ 0
95000	Capital Outlay	\$ 7,000	\$ 7,000	\$ 0
99000	Appropriations & Transfers	\$ 153,315	\$ 153,315	\$ 0
	Grant Subtotal	\$4,534,917	\$4,577,510	\$ 42,593
70050	USDA Eligible Expenses	\$ 141,276	\$ 141,276	\$ 0
	Total	\$4,676,193	\$4,718,786	\$ 42,593