

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 Horne McGee, Head Start Director

DATE: October 5, 2005

SUBJECT: Head Start Reorganization for Greater Efficiency

BOARD ACTION REQUESTED:

Washtenaw County Head Start is requesting that the Board of Commissioners approve the elimination of the 1.20 positions of Nutrition Assistant and create one Head Start Cook position to provide greater efficiencies.

BACKGROUND

The Head Start program currently has one Cook and two Nutrition Assistants. This structure limits the programs ability to fully provide optimum nutrition services for the 220 children served in this site and to model for the four delegate programs.

As the program moves to more effectiveness, it is imperative that the Nutrition Staff be adequate to sustain efficiency and quality service delivery for the children, families and staff served.

DISCUSSION

It is necessary to create an additional Cook position to better serve the needs of the children, families, and staff.

With the assistance of an 80% (September 1 – June 1) Nutrition Assistant the restructure of the Nutrition Staff yields a more effective team environment.

IMPACT ON HUMAN RESOURCES

This action calls for the creation of one 1.0fte position and the elimination of 1.2fte positions for a net reduction of .20 fte positions. The positions would be grant supported.

IMPACT ON BUDGET

Impact is expected to be cost neutral due to cost savings from an unfilled position currently in the Head Start Program.

IMPACT ON INDIRECT COSTS

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

IMPACT ON OTHER COUNTY DEPARTMENTS OR OUTSIDE AGENCIES

There is no impact on other County Departments or outside agencies.

IMPACT ON COUNTY POLICIES

This request conforms to all County policies.

A RESOLUTION CREATING AND ELIMINATING POSITIONS TO REALIGN
HEAD START STAFF TO PRODUCE GREATER EFFICIENCY

WASHTENAW COUNTY BOARD OF COMMISSIONERS

October 19, 2005

WHEREAS a realignment of nutrition staff (eliminating 1.20 full time Nutrition Assistant positions and creating one full time Head Start Cook position) is requested to increase the efficiency of the Grantee site in its nutrition services to the 220 children and families served; and

WHEREAS the Head Start program serves over 1,000 meals each week; and

WHEREAS the internal impact of this realignment is more effective and efficient for operations; and

WHEREAS this realignment would become effective as of the beginning of the 2005 program year 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 existing Federal funds; and

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

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby creates and eliminates the following positions to provide greater efficiency within the Head Start Program:

| <u>Position #</u> | <u>Position Title</u> | <u>Grade</u> | <u>Group</u> | <u>Create</u> | <u>Eliminate</u> |
|-------------------|-----------------------|--------------|--------------|---------------|------------------|
| 0502-0001 | Nutrition Assistant | 5 | 32 | | 1.0 |
| 0502-0002 | Nutrition Assistant | 5 | 32 | | .20 |
| 1634-0006 | Cook-Head Start | 16 | 12 | 1.0 | |