Resolution Authorizing the Housing and Community Development Agency to Fill Vacant Extra Help Cook (2) and Teachers Aide (2) Positions in the Head Start Program and Approving a One-Time Waiver of the Minimum Qualifications for the Cook Positions. (Necessary to comply with Program regulations).

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board has often supported the Head Start Program including approval of the class specifications for these positions. However, the current hiring freeze necessitates Board approval before these positions can be filled.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION.

See attached memo.

COSTS: ( ) Not Applicable
A. Budgeted CURRENT FY $29,600
B. Total anticipated costs $29,600
C. Required Add’l funding $_______
D. Internal Transfers $_______

SOURCE: ( ) 4/5ths vote required
A. Unanticipated revenues $_______
B. Reserve for contingencies $_______
C. Source description:__________________________

Balance in Reserve for Contingencies, if approved: $_______

CLERK’S USE ONLY: Resolution No.: 94-947
Ordinance No.: ____________________________
Vote - Ayes: __________ Noes: __________
Absent: __________ Abstain: __________
( ) Approved ( ) Denied
( ) Minute Order Attached
( ) No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date: ____________________________

ATTEST: MARGIE WILLIAMS
Clerk of the Board
County of Mariposa,
State of California

By: ____________________________
Deputy
TO: JIM EVANS, Housing and Community Development Agency Director

FROM: MARGIE WILLIAMS, Clerk of the Board

SUBJECT: Vacant Extra-Help Cook (2) and Teachers Aide (2) Positions in the Head Start Program Resolution Number 94-347

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on August 16, 1994

ACTION AND VOTE:

2:06 p.m. Jim Evans, Housing and Community Development Agency Director;
  B) Resolution Authorizing the Housing and Community Development Agency to Fill Vacant Extra-Help Cook (2) and Teachers Aide (2) Positions in the Head Start Program and Approving a One-Time Waiver of the Minimum Qualifications for the Cook Positions

BOARD ACTION: Following discussion, (M)Erickson, (S)Parker, Res. 94-347 adopted, with one-time waiver of the minimum qualifications for the cook positions to require three months experience/Ayes: Unanimous.

cc: Jim Evans, HCD
    Jeffrey G. Green, County Counsel
    Ken Hawkins, Auditor
    Nancy Kyle, Personnel Analyst
    Mike Coffield, County Administrative Officer
    File
August 9, 1994

TO: Board of Supervisors
FROM: James F. Evans, Director
SUBJECT: Head Start Cook and Teacher Aide Extra Help Positions

I am requesting approval to fill four vacant extra help positions for the Mariposa and Greeley Hill Head Start Centers: one Cook and Teachers Aide for each site. In addition, I am requesting a one time waiver of the minimum qualifications for the Cook position from 12 months of food service experience to four months of minimum experience. You have previously approved the class specifications and recruitment has been completed for the Cook positions and is in progress for the Teachers Aide positions. In addition, these positions are fully funded by the Head Start program.

Head Start (45 CFR 1306.20) and California Department of Social Services Community Care Licensing regulations (Title 22, Division 12, Chapter 2, Section 101316.6) require that the Head Start Centers employ a Teacher and Teachers Aide (or equivalent). To legally open the Centers in September, two Teacher Aides must be hired.

Head Start (45 CFR 1304.3-10) and Child Care Food Program regulations require that hot meals be provided on site. This necessitates the hiring of two Cooks.

The recent recruitment for the Cooks resulted in insufficient candidates that meet the minimum qualifications. Since there is no Head Start or Community Care Licensing requirement for a Cook’s minimum qualifications, I request that you approve a waiver to lower the Cook’s minimum qualifications for food service experience from 12 months to four months.

Thank you for your consideration of my requests.