MARIPOSA COUNTY
BOARD OF SUPERVISORS
DEPARTMENT: Administration
BY: Janet Hogan
PHONE: 966-3222

AGENDA
ACTION FORM
DATE: January 26, 1999
AGENDA ITEM NO.: 0

RECOMMENDED ACTION AND JUSTIFICATION:  
(Policy Item: Yes __ No ✓)

Approve submission of supplemental funding application for Mariposa County Head Start for the program year beginning March 1, 1999 in the amount of $6,177 for cost-of-living allowances (COLA).

The federally funded Head Start program provides COLA funds each program year based on a set distribution formula, but each program must submit a formal application. The Parent Policy Council is scheduled to review the application at a meeting on Wednesday January 27, 1999.

Funds are proposed to be used for a 1.5 percent across-the-board salary COLA, corresponding increases in benefits costs, office supplies, utilities, telephone and printing. A budget page is attached.

Head Start regulations do not allow use of these funds to offset countywide overhead costs. Direct costs associated with the CAO and Executive Secretary’s time are counted toward the local match requirement.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board of Supervisors last approved an application for supplemental funding on May 12, 1998.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

These funds are set aside for the Mariposa County Head Start program. They would be reallocated to other programs if we did not apply.

COSTS:  
(✓) Not Applicable
A. Budgeted Current FY
B. Total Anticipated Costs
C. Required Additional Funding
D. Internal Transfers

SOURCE:  
( ) 4/5ths Vote Required
A. Unanticipated Revenues
B. Reserve for Contingencies

SPECIAL INSTRUCTIONS:  
List the attachments and number the pages consecutively: 
Budget sheets from grant application

ADMINISTRATIVE OFFICER'S RECOMMENDATION:  
This item on agenda as:

✓ Recommended
Not Recommended
For Policy Determination
Submitted with Comment
Returned for Further Action

Comment:

ADMINISTRATIVE OFFICER'S RECOMMENDATION:  
This item on agenda as:

✓ Recommended
Not Recommended
For Policy Determination
Submitted with Comment
Returned for Further Action

Comment:

CAO's Initials:

CLERKS USE ONLY:
Vote - Ayes: ☑ 5  Noes:  
Absent:  
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
MARIPOSA COUNTY HEAD START PY 1999-2000
SECTION B BUDGET CATEGORIES
COLA COST CATEGORY
PA 22

6a. PERSONNEL .......................................................... $4,167.00

Salaries-COLA (See Attachment A) $4,167.00

The MCHS program will provide a 1.5% Cost-Of-Living increase to the hourly rate for all Mariposa County Head Start staff.

6b. FRINGE .......................................................... $652.00

FICA-COLA $319.00
SUI@-COLA 124.00
Retirement-COLA 143.00
W/Comp.-COLA 66.00

6c. TRAVEL (Out of Area) ........................................... -0-

6d. EQUIPMENT ...................................................... -0-

6e. SUPPLIES .......................................................... $358.00

1. Office supplies
   Increase in paper and office supplies costs. $358.00

6f. CONTRACTUAL .................................................... -0-

6g. CONSTRUCTION ................................................... -0-

6h OTHER ............................................................. 1,000.00

1. Utilities
   Increase in cost/usage of utilities. $500.00

2. Telephone
   Increase in cost due to use of cellular phone for individuals traveling in isolated areas. 400.00

3. Publication & Print
   Increase in cost of printing. 100.00

TOTAL ................................................................. $6,177.00
<table>
<thead>
<tr>
<th>Personnel</th>
<th>Current Hourly Rate</th>
<th>Hourly Salary W/Cola Increase</th>
<th>%</th>
<th>Current Annual Salary</th>
<th>Annual Salary Increase</th>
<th>Total Salaries</th>
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<tbody>
<tr>
<td>Accountant</td>
<td>$24.30</td>
<td>$24.66</td>
<td>1.50%</td>
<td>$28,810.08</td>
<td>$29,242.23</td>
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<td>Asst. Director</td>
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<td>$21.76</td>
<td>1.50%</td>
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<td>S.S./P.I. Coor.</td>
<td>$14.85</td>
<td>$14.35</td>
<td>1.50%</td>
<td>$26,130.72</td>
<td>$26,528.04</td>
<td>$397.32</td>
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<tr>
<td>Health/Disabilities Coor.</td>
<td>$14.85</td>
<td>$14.35</td>
<td>1.50%</td>
<td>$26,130.72</td>
<td>$26,528.04</td>
<td>$397.32</td>
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<tr>
<td>Administrative Asst.</td>
<td>$11.03</td>
<td>$10.66</td>
<td>1.50%</td>
<td>$19,404.00</td>
<td>$19,703.99</td>
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<td>$9.50</td>
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<tr>
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<td>$11,721.05</td>
<td>$11,895.65</td>
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<td>$16,178.69</td>
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<tr>
<td>Center Director</td>
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<td>$10.78</td>
<td>1.50%</td>
<td>$11,965.80</td>
<td>$12,145.29</td>
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<tr>
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<td>$10.52</td>
<td>$10.52</td>
<td>1.50%</td>
<td>$15,569.60</td>
<td>$15,803.14</td>
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<tr>
<td>Instructional Aide I</td>
<td>$6.90</td>
<td>$6.90</td>
<td>1.50%</td>
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<td>$7,773.89</td>
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<td>1.50%</td>
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<td>$10,207.45</td>
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<tr>
<td>Custodian/Maintenance</td>
<td>$8.42</td>
<td>$8.42</td>
<td>1.50%</td>
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<td>Center Director</td>
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<tr>
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<td>$10.52</td>
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<td>$13,827.75</td>
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<td>Associate Teacher</td>
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<td>$10,815.84</td>
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<td>Instructional Aide II</td>
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<td>1.50%</td>
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<tr>
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<td>8.42</td>
<td>1.50%</td>
<td>$6,230.80</td>
<td>$6,324.26</td>
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</table>

**Total Salaries**

|                      | $277,258.64 | $281,425.90 | $4,167.26 |

**FICA/FICA-Medi (7.65%)**

|                      | $21,210.29  | $21,529.08  | $318.80   |

**S.U.I.**

|                      | $8,234.58   | $8,358.35   | $123.77   |

**Retirement**

|                      | $9,537.09   | $9,680.48   | $143.39   |

**W/Comp.**

|                      | $4,410.16   | $4,476.21   | $66.05    |

**Medical & D / V/L Ins.**

|                      | $34,768.00  | $34,768.00  | $0.00     |

**Total Salaries & Fringe Benefits**

<p>|                      | $355,418.76 | $360,238.02 | $4,819.26 |</p>
<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>6.a PERSONNEL</td>
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<td>$0.00</td>
</tr>
<tr>
<td>6.b FRINGE</td>
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<tr>
<td>6.c TRAVEL</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>6.d EQUIPMENT</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>6.e SUPPLIES</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>6.f CONTRACTUAL</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>6.g CONSTRUCTION</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>6.h OTHER</td>
<td></td>
<td>1,560.00</td>
</tr>
</tbody>
</table>

Special Education Teacher time from Mariposa Unified School District for special needs Head Start children.
$26/hour x 1 teacher x 2 hours/week x 30 weeks $1,560.00

**TOTAL IN-KIND** $1,560.00
MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: JANET HOGAN, County Administrative Officer
FROM: MARGIE WILLIAMS, Clerk of the Board
SUBJECT: Application for Supplemental Funding for Head Start; Res. 99-40

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on January 26, 1999

ACTION AND VOTE:

- Janet Hogan, County Administrative Officer, advised that she has an application for supplemental funding for Head Start and that the application is due by January 31, 1999. She advised that the Board could take action as an off-agenda matter this date or she could schedule the submittal for ratification on February 2, 1999. (M)Balmain, (S)Stewart, Board waived rules requiring 72 hours agenda noticing to consider this matter, finding it is a matter of timeliness as the application is due prior to the next Board meeting/Ayes: Unanimous. (M)Reilly, (S)Balmain, Res. 99-40 adopted approving the grant application for a cost-of-living increase/Ayes: Unanimous.

cc: File