
HOUSING AND COMMUNITY DEVELOPMENT AGENCY

BY: James F. Evans

PHONE: 966-6121

RECOMMENDED ACTION AND JUSTIFICATION: (POLICY ITEM: YES___ NO_X_)

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 \$ _____

SPECIAL INSTRUCTIONS:
List the attachments and number pages consecutively:

one page memo

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.: 94-347
Ordinance No.: _____
Vote - Ayes: _____ Noes: _____
Absent: _____ Abstain: _____
() Approved () Denied
 Minute Order Attached
() No Action Necessary

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:
 Recommended
 Not Recommended
 Policy Determination
 Submitted w/ Comment
 Returned for further action

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

Comment: _____

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

A.O. Initials: [Signature]

By: _____
Deputy

MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: JIM EVANS, Housing and Community Development
Agency Director

FROM: MARGIE WILLIAMS, Clerk of the Board *MW*

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



James F. Evans Director

**HOUSING AND COMMUNITY
DEVELOPMENT AGENCY**



- Calaveras/Mariposa County
Community Action Agency
- Head Start
- Housing Authority of the
County of Mariposa
- Recreation Programs

August 9, 1994

TO: Board of Supervisors

FROM: James F. Evans, Director *Jm*

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 101316.5) 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.