

**AMENDMENT-2**  
**2024-2025**  
**OAKLAND-LIVINGSTON HUMAN SERVICE AGENCY**  
**FISCAL AND PERSONNEL AGENT AGREEMENT**

This amendment to the Oakland-Livingston Human Service Agency Fiscal and Personnel Agent Agreement is entered into as of this 16th day of October 2024 by and between the County of Genesee, Michigan, a Michigan Municipal Corporation acting by and through the Community Action Resource Department, 1101 Beach Street, Flint, Michigan 48502, hereinafter referred to as "GCCARD", and the Contractor, Oakland-Livingston Human Service Agency, 196 Oakland Avenue, Pontiac, Michigan 48342, hereinafter referred to as "OLHSA".

**WITNESSETH THAT:**

WHEREAS, GCCARD entered into a seven year agreement with OLHSA on July 1, 2021 to be the fiscal and personnel agent for the GCCARD Head Start Program.

WHEREAS, GCCARD desires to amend the agreement entered into July 1, 2021 to include funds from the Department of Health and Human Services to cover the July 1, 2024 – June 30, 2025 costs of salaries and fringes for the Regular Head Start and Early Head Start grants.

**NOW THEREFORE**, GCCARD and OLHSA do mutually agree as follows:

- A. \$11,616,888 will be issued to OLHSA, to be used to pay fourth year (2024-2025) cost for salaries and fringe benefits and miscellaneous costs to staff in accordance with the 2024-2025 grant proposals and the OLHSA Fiscal and Personnel Agent Agreement.
- B. The expenses are outlined in Exhibit A.
- C. All rules and regulations in the Head Start Contract entered into by the parties hereto on July 1, 2021 shall apply to these funds. All other terms and conditions of the Head Start contract entered into as of July 1, 2021 and signed by all parties and the First Amendment dated July 24, 2024, shall remain the same.

IN WITNESS WHEREOF, GCCARD and OLHSA have executed this Agreement as of the date first above written.

GENESEE COUNTY BOARD OF COMMISSIONERS:

31/10/24

Date

by:   
James Avery (Oct 31, 2024 08:31 EDT)

JAMES AVERY, Chairperson  
Genesee County Board of Commissioners

OAKLAND-LIVINGSTON HUMAN SERVICE AGENCY:

11/5/2024

Date

by:   
Susan Harding

SUSAN HARDING, Chief Executive Officer  
Oakland-Livingston Human Service Agency

(Grant Period - 7/1/24 - 6/30/25)					
	HEAD START	EARLY HEAD START	HEAD START T/TA	EARLY HEAD START T/TA	TOTALS
<b>BENEFITS</b>	<b>2801.698.01.801.050</b>	<b>2801.698.06.801.050</b>	<b>2801.698.02.801.050</b>	<b>2801.698.07.801.050</b>	<b>2801.698.01.801.050</b>
<b>SALARIES</b>	<b>\$ 2,925,773</b>	<b>\$ 4,234,932</b>	<b>\$ 750</b>	<b>\$ 17,809</b>	<b>\$ 7,179,264</b>
<b>FICA</b>	<b>\$ 232,680</b>	<b>\$ 335,005</b>	<b>\$ 57</b>	<b>\$ 1,394</b>	<b>\$ 569,136</b>
<b>UNEMPLOYMENT</b>	<b>\$ 37,196</b>	<b>\$ 49,656</b>	<b>\$ 37</b>	<b>\$ 177</b>	<b>\$ 87,066</b>
<b>WORKMAN'S COMPENSATION</b>	<b>\$ 27,518</b>	<b>\$ 38,825</b>	<b>\$ 5</b>	<b>\$ 148</b>	<b>\$ 66,496</b>
<b>LIFE DISABILITY</b>	<b>\$ 39,262</b>	<b>\$ 57,630</b>	<b>\$ -</b>	<b>\$ 227</b>	<b>\$ 97,119</b>
<b>MEDICAL and DENTAL</b>	<b>\$ 708,884</b>	<b>\$ 1,025,131</b>	<b>\$ -</b>	<b>\$ 7,359</b>	<b>\$ 1,741,374</b>
<b>LONGEVITY</b>	<b>\$ 104,798</b>	<b>\$ 129,244</b>	<b>\$ -</b>	<b>\$ 368</b>	<b>\$ 234,410</b>
<b>RETIREMENT</b>	<b>\$ 138,616</b>	<b>\$ 192,569</b>	<b>\$ -</b>	<b>\$ 753</b>	<b>\$ 331,938</b>
<b>UNUSED SICK DAYS</b>	<b>\$ 10,995</b>	<b>\$ 14,948</b>	<b>\$ -</b>	<b>\$ 64</b>	<b>\$ 26,007</b>
<b>TOTAL FRINGES</b>	<b>\$ 1,299,949</b>	<b>\$ 1,843,008</b>	<b>\$ 99</b>	<b>\$ 10,490</b>	<b>\$ 3,153,546</b>
<b>TOTAL SALARIES &amp; FRINGES</b>	<b>\$ 4,225,722</b>	<b>\$ 6,077,940</b>	<b>\$ 849</b>	<b>\$ 28,299</b>	<b>\$ 10,332,810</b>
<b>TEMPORARY LABOR</b>	<b>\$ 20,000</b>	<b>\$ 3,083</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 23,083</b>
<b>TRAVEL OUT OF TOWN</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 17,109</b>	<b>\$ 38,256</b>	<b>\$ 55,365</b>
<b>LEGAL FEES</b>	<b>\$ 3,480</b>	<b>\$ 2,937</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,417</b>
<b>EDUCATION REIMBURSEMENT</b>	<b>\$ 5,000</b>	<b>\$ 5,833</b>	<b>\$ 2,900</b>	<b>\$ 4,500</b>	<b>\$ 18,233</b>
<b>SUPPLIES</b>	<b>\$ 12,000</b>	<b>\$ 17,417</b>	<b>\$ 3,500</b>	<b>\$ 6,000</b>	<b>\$ 38,917</b>
<b>COMPUTER SUPPLIES</b>	<b>\$ 18,000</b>	<b>\$ 15,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 33,500</b>
<b>PARENT INVOLVEMENT</b>	<b>\$ 2,000</b>	<b>\$ 2,667</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,667</b>
<b>LOCAL TRAVEL</b>	<b>\$ 25,000</b>	<b>\$ 46,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 71,500</b>
<b>REGISTRATION</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,600</b>	<b>\$ 28,209</b>	<b>\$ 36,809</b>
<b>LIABILITY INSURANCE</b>	<b>\$ 37,207</b>	<b>\$ 34,083</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 71,290</b>
<b>RENT</b>	<b>\$ 49,067</b>	<b>\$ 53,050</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 102,117</b>
<b>CELLULAR PHONES</b>	<b>\$ 30,018</b>	<b>\$ 32,179</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 62,197</b>
<b>SUBTOTAL OTHER</b>	<b>\$ 201,772</b>	<b>\$ 213,249</b>	<b>\$ 32,109</b>	<b>\$ 76,965</b>	<b>\$ 524,095</b>
<b>FIDUCIARY *</b>	<b>\$ 309,925</b>	<b>\$ 440,383</b>	<b>\$ 2,307</b>	<b>\$ 7,368</b>	<b>\$ 759,983</b>
<b>TOTAL CONTRACT</b>	<b>\$ 4,737,419</b>	<b>\$ 6,731,572</b>	<b>\$ 35,265</b>	<b>\$ 112,632</b>	<b>\$ 11,616,888</b>

\*Total Overhead for OLHSA services rendered (7%)

# 24-25 Olhsa Amendment 2

Final Audit Report

2024-10-31

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- 📄 Document created by barb humenchick (bhumenchick@olhsa.org)  
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