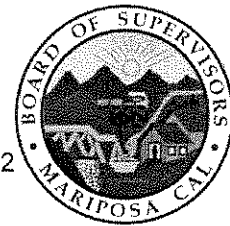




# MARIPOSA COUNTY

Human Resources/Risk Management • (209)966-3222



## **RESOLUTION - ACTION REQUESTED 2013-236**

MEETING: June 11, 2013

TO: The Board of Supervisors

FROM: Tessa Pritchard, Human Resources/Risk Manager

RE: Approve Budget Action for Human Resources Training

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**RECOMMENDATION AND JUSTIFICATION:** Approve Budget Action transferring funds within the Human Resources/Risk Management budget to account for unanticipated training expenses (\$1095). A critical training presented by the U.S. Equal Employment Opportunity Commission (EEOC) is scheduled for June 20 and June 21, 2013 in San Jose. This training for the Human Resources Director/Risk Manager will cover topics such as best practices for workplace investigations; harassment prevention and investigation; legal updates relative to key EEO decisions; and documenting essential job functions and the disability interactive process to name just a few of the topics. All of these issues are relevant to the administration of the Human Resources/Risk Management Department. Because it is near the end of the fiscal year, the department's training budget is nearly expended and this travel was unanticipated. Transferring these funds as recommended will allow the Director to attend this key training.

Funding for this training is available in the Mariposa County Managerial and Confidential Organization (MCMCO) line item as expenses related to these negotiations were less than estimated.

### **BACKGROUND AND HISTORY OF BOARD ACTIONS:**

All budget actions adjusting travel related line items require Board approval.

### **ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

Do not approve the budget action. The Human Resources Director/Risk Manager would be unable to attend the EEOC training.

### **FINANCIAL IMPACT:**

**Transfer from account 001-0115-441-0420 (MCMCO Negotiations) in the amount of \$1095; transfer to account 001-0115-441-0490 (Training & Seminars) in the**

amount of \$1002; and transfer to account 001-0115-441-0491 (Private Vehicle Use) in the amount of \$93.

**ATTACHMENTS:**

Budget Action (PDF)

**CAO RECOMMENDATION**

Requested Action Recommended

  
Rick Benson, County Administrative Officer

**RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]**

**MOVER:** Merlin Jones, District II Supervisor

**SECONDER:** John Carrier, District V Supervisor

**AYES:** Stetson, Jones, Bibby, Cann, Carrier

**BUDGET ACTION FORM**

FUND	DEPT/DIV	ACCOUNT	DESCRIPTION	INCREASE	DECREASE
001	0115	441-0420	MCMCO Negotiations		\$1,095
001	0115	441-0490	Training & Seminars	\$1,002	
001	0115	441-0491	Private Vehicle Use	\$93	
001	104	414-1090	GENERAL CONTINGENCY		
<b>TRANSFER BETWEEN FUNDS</b>					
<b>TOTALS</b>				\$1,095	\$1,095

ACTION REQUESTED: (Check all that apply)

( ) Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the county budget, or in any one fund of the budget, or appropriating Reserve for Contingencies;

(X) Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget another, or between categories within a budget unit;

JUSTIFICATION:

Unanticipated training expenses this fiscal year.

*[Signature]* 5/30/13

DEPT HEAD SIGNATURE DATE:

APPROVED BY RES NO. 13-236 CLERK *[Signature]* DATE 6-12-13

PERSONNEL

<b>AUDITOR'S USE ONLY</b> BA #
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