



# MARIPOSA COUNTY

Health and Human Services · (209) 966-2000



## RESOLUTION - ACTION REQUESTED 2018-512

MEETING: October 23, 2018

TO: The Board of Supervisors

FROM: Chevon Kothari, Health and Human Services Director

RE: Approve Adding One Allocation of an Office Tech Position to the Human Services Department

*2 Budget*

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### RECOMMENDATION AND JUSTIFICATION:

Approve adding one allocation of an Office Technician position to the Health and Human Services Department effective immediately; approve a budget action for an additional Office Technician (\$67,100).

This position will be assigned to assist with the consolidation transition and will report to the Deputy Director.

The position will be claimed in the quarterly administrative claim so the majority of the costs will be reimbursed by State or Federal funds. Those costs not reimbursed will be covered with Social Services realignment funds.

### BACKGROUND AND HISTORY OF BOARD ACTIONS:

Per current policy, the Board of Supervisors reviews all personnel additions or changes to allocated positions.

### ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve adding the allocation of the Office Technician position. There may be a negative impact on the ability to fully support the Department's service demands.

### FINANCIAL IMPACT:

**There will be no financial impact to the County General Fund**

### ATTACHMENTS:

**#8632 Office Tech Budget Action (PDF)**

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

**MOVER:** Marshall Long, District III Supervisor

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

**AYES:** Smallcombe, Jones, Long, Cann, Menetrey

#5632

## BUDGET ACTION FORM

FUND	DEP/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
001	0501	661-01.63	Salary/Office Technician		43,402	
001	0501	661-03.10	Social Security		2,718	
001	0501	661-03.11	Medicare		636	
001	0501	661.03-13	Medical/Dental/Vision		15,067	
001	0501	661-03.14	Retirement-Employer		4,817	
001	0501	661-03.17	Life Insurance		26	
001	0501	661-03.18	SDI		434	
363	0536	306-63-16	Federal Revenue CWS		(33,550)	
363	0536	691-07.03	Transfer out Federal Revenue		33,550	
001	0501	309-17.05	Transfer in Federal Revenue		(33,550)	
363	0536	305-45.14	State Revenue CWS		(23,485)	
363	0536	691-07.04	Transfer out State Revenue		23,485	
001	0501	309-17.06	Transfer in State Revenue		(23,485)	
433	0530	684-04.16	Miscellaneous Expense			10,065
433	0530	684-07.93	Transfer out Realignment		10,065	
001	0501	309-17.32	Transfer in Realignment		(10,065)	
<b>TOTALS</b>					10,065	10,065

TRANSFER BETWEEN FUNDS					DEBIT	CREDIT
<b>TOTALS</b>					0	0

**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 transferring appropriation from Contingencies

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

**JUSTIFICATION** To fund new Office Technician allocation

DEPT HEAD SIGNATURE	<i>Chevon Katz</i>	DATE	10-23-18
APPROVED BY RES NO.	18-512	CLERK	<i>Judy Dunham Deputy</i> DATE 10-23-18

DEPARTMENT Human Services	AUDITOR'S USE ONLY BA #
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